



# Notice

## City Commission Regular Meeting

7:00 pm

Monday, December 5, 2016

Commission Chambers, Governmental Center

400 Boardman Avenue

Traverse City, Michigan 49684

Posted and Published: 12-01-2016

Meeting informational packet is available for public inspection at the Traverse Area District Library, City Police Station, City Manager's Office and City Clerk's Office.

The City of Traverse City does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Penny Hill, Assistant City Manager, 400 Boardman Avenue, Traverse City, Michigan, 49684, 922-4440, TDD: 922-4412, has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

If you are planning to attend and you have a disability requiring any special assistance at the meeting and/or if you have any concerns, please immediately notify the ADA Coordinator.

City Commission:  
c/o Benjamin C. Marentette, MMC, City Clerk  
(231) 922-4480  
Email: [tcclerk@traversecitymi.gov](mailto:tcclerk@traversecitymi.gov)  
Web: [www.traversecitymi.gov](http://www.traversecitymi.gov)  
400 Boardman Avenue  
Traverse City, MI 49684

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*The mission of the Traverse City City Commission is to guide the preservation and development of the City's infrastructure, services, and planning based on extensive participation by its citizens coupled with the expertise of the city's staff. The Commission will both lead and serve Traverse City in developing a vision for sustainability and the future that is rooted in the hopes and input of its citizens and organizations, as well as cooperation from surrounding units of government.*

**Welcome to the Traverse City Commission meeting!**

**Agenda**

Any interested person or group may address the City Commission on any agenda item when recognized by the presiding officer or upon request of any Commissioner. Also, any interested person or group may address the City Commission on any matter of City concern not on the Agenda during the agenda item designated Public Comment. The comment of any member of the public or any special interest group may be limited in time. Such limitation shall not be less than five minutes unless otherwise explained by the presiding officer, subject to appeal by the Commission.

**Pledge of Allegiance**

**1. Roll Call**

**2. Consent Calendar**

The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission, staff or the public may ask that any item on the consent calendar be removed therefrom and placed elsewhere on the agenda for individual consideration by the Commission; and such requests will be automatically respected. If an item is not removed from the consent calendar, the action noted in parentheses on the agenda is approved by a single Commission action adopting the consent calendar.

- a. Consideration of approving minutes of the City Commission meetings of November 7, 2016 and November 14, 2016. (Approval recommended)  
(Marty Colburn, Benjamin Marentette)

- b. Consideration of declaring three vehicles surplus; and consideration of authorizing a purchase order for the purchase of three fully-equipped vehicles for use by the Police Department, which is a scheduled purchase. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)
- c. Consideration of introducing an amendment to the Traverse City Code of Ordinances to allow for platform cafes to be located in certain on-street parking spaces where the adjacent roadway speed limit is 25 miles per hour, to provide for additional outdoor dining options, as recommended by the Downtown Development Authority Board of Trustees. (Introduction and schedule for possible enactment on December 19, 2016, recommended) (Marty Colburn, Rob Bacigalupi, Benjamin Marentette)
- d. Consideration of introducing an amendment to the Traverse City Code of Ordinances which would allow for the waiver of notice requirements for single parcel special assessments if agreed to in writing by the affected property owner. (Introduction and schedule for possible enactment on December 19, 2016, recommended) (Marty Colburn, Benjamin Marentette)
- e. Consideration of introducing an amendment to the Traverse City Code of Ordinances which would allow the manufacturing or processing of various products in a facility no larger than 10,000 square feet in the Development District, as recommended by the City Planning Commission. (Introduction and schedule for possible enactment on December 19, 2016, recommended)
- f. Consideration of adopting a resolution approving a single-parcel, five-year special assessment to J&S LLC in the amount of \$19,800 for the relocation of sewer service associated with the 2015 Pine Street Pedestrian Bridge, as agreed to by the property owner. (Adoption recommended) (Marty Colburn, Timothy Lodge) (5 affirmative votes required)
- g. Consideration of authorizing a confirming service order for the emergency repair of a water main in front of 1201 East Front Street. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)

- h. Consideration of adopting fees for the 2017 season for seasonal and transient slips at the Duncan L. Clinch Marina, with no change in fees, and establishing a 50% discounted daily rate for transient slips during the off season and rates for Boardman River Dockage, also with no increase in fees. (Approval recommended) (Marty Colburn, Dave Green)
- i. Consideration of authorizing a three-year agreement for food concession services at Hickory Hills and at Clinch Park, with an optional one year extension. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)
- j. Consideration of authorizing northern Michigan reciprocal law enforcement agreement which allows the City to receive and provide law enforcement assistance from other jurisdictions when needed. (Approval recommended) (Marty Colburn, Jeff O'Brien) (5 affirmative votes required)
- k. Consideration of authorizing a confirming change order to the contract for the 2016 Lot D Boat Launch and Parking Project for a helical tie back system, which provided necessary stabilization of the sheet pile wall associated with the project. (Approval recommended) (Marty Colburn, Timothy Lodge) (5 affirmative votes required)

### **Items removed from the Consent Calendar**

- a.
- b.
- c.

### **3. Old Business**

- a. Consideration of next steps to fill the vacancy on the City Commission. (Marty Colburn, Benjamin Marentette)

#### **4. New Business**

- a. Consideration of a request from Mayor Carruthers for the City Commission to adopt a resolution opposing the approval of the Waukesha, Wisconsin, Water Diversion Application. (Mayor Jim Carruthers)

#### **5. Appointments**

- a. Consideration of appointment by the Mayor of an ad hoc interview committee to make a recommendation regarding appointments to the Human Rights Commission. (Mayor Jim Carruthers, Marty Colburn, Benjamin Marentette)

#### **6. Reports, Announcements and Correspondence**

**Please note: For this section of the agenda, when an actual report is included or expected, the item will be underlined.**

- a. Reports, announcements and correspondence from the City Manager.
- b. Announcements from the City Clerk.
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.
  1. Reports from members of the Commission serving on boards.
  2. Minutes of the Planning Commission meetings of October 4, 2016, and October 18, 2016.
  3. Minutes of the Arts Commission meeting of September 21, 2016.
  4. Minutes of the Coast Guard City Committee meeting of October 6, 2016.

5. Minutes of the Act 345 Retirement System Board Meeting of September 28, 2016.
  6. Minutes of the Traverse City Light and Power Board meetings of August 23, 2016, September 13, 2016, September 27, 2016 and October 25, 2016.
- e. Reports and correspondence from non-City officials.
1. Monthly Operations Report from CH2M for the Wastewater Treatment Plant for October 2016.
  2. Minutes of the Traverse Area District Library Board of Directors meeting of October 20, 2016.

## **7. Public Comment**

- a. Reserved.  
  
None.
- b. General.
- c. Mayor and City Commissioners.

## **8. Adjournment**

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The City of Traverse City

## Communication to the City Commission

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FOR THE CITY COMMISSION MEETING OF DECEMBER 5, 2016

DATE: DECEMBER 1, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: MINUTES

Attached are the minutes from the following meetings of the City Commission:

- November 7, 2016 Regular Meeting
- November 14, 2016 Organizational Meeting

The City Clerk recommends that these minutes be approved. The following motion would be appropriate:

**that the minutes of the November 7, 2016, Regular Meeting, and the November 14, 2016, Organizational Meeting, be approved.**

MC/kem

k:\tcclerk\city commission\minutes

**Minutes of the**  
**City Commission for the City of Traverse City**  
**Regular Meeting**  
**November 7, 2016**



A regular meeting of the City Commission of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 7 p.m.

The following Commissioners were in attendance: Mayor Jim Carruthers, Mayor Pro Tem Ross Richardson, Brian Haas, Gary Howe, Richard I. Lewis, Amy Shamroe, and Tim Werner.

The following Commissioners were absent: None.

The Pledge of Allegiance was recited.

Mayor Carruthers presided at the meeting.

Presentation of appreciation by City Manager Marty Colburn and the Grand Traverse County Senior Center Network to Police Chief Jeffrey O'Brien for the Police Department's support during the *Hometown for Heroes* event in Traverse City on October 18, 2016.

Presentation of appreciation by Police Chief Jeffrey O'Brien to School Resource Officer Jenilynn Oster for an outstanding investigation in the Operation Sweetie Heroin Case.

As requested by Commissioner Lewis, Agenda Item 2(j) was removed from the Consent Calendar for individual consideration by the Commission.

As requested by Mayor Pro Tem Ross Richardson, Agenda Item 2(m) was removed from the Consent Calendar for individual consideration by the Commission.

As requested by Commissioner Haas, Agenda Item 2(l) was removed from

the Consent Calendar for individual consideration by the Commission.

As requested by Commissioner Werner, Agenda Item 2(d) was removed from the Consent Calendar for individual consideration by the Commission.

## **2. Consent Calendar**

Moved by Shamroe, seconded by Haas, that the following actions as recommended on the amended Consent Calendar portion of the Agenda be approved:

- a. the minutes of the October 17, 2016 Regular Meeting, and the October 24, 2016 Special Meeting, be approved.
- b. the Resolution Approving the Editing and Inclusion of Certain Ordinances as Part of the Various Component Codes of the Codified Ordinances which includes the recompilation of the entire Traverse City Code of Ordinances, be adopted.
- c. the City of Traverse City Resolution to Comply with the requirements of Public Act 152 of 2011, which establishes that the city will pay no more than 80% of the health care costs for any employee group or union, be adopted.
- d. Removed from the Consent Calendar.
- e. the City Manager be authorized to issue a purchase order to Signature Ford in the amount of \$57,845.00 for the purchase of one 2017 Ford F150 and one 2017 Ford Flex to be used by the Police Department with funds available in the Garage Fund for this planned purchase.
- f. the City Manager be authorized to issue a purchase order to Atlantic Machinery in the amount of \$393,107.00 for one 2017 Western Star 4700SF's cab and chassis with Vac-Con combination jet/vacuum sewer cleaning equipment package with funds available in the Garage Fund for this planned vehicle and equipment replacement purchase.
- g. the City Manager be authorized to issue a service order to Lucity, Inc. in the amount not to exceed \$28,375.00 for implementation of the asset and work

order software subscription, with funds available in the Auto Parking Fund.

- h. the City Manager be authorized to declare equipment #238, Gledhill leaf loader and equipment #251, a leaf collection box surplus and available for auction.
- i. the City Manager be authorized to issue a confirming purchase/service order in the amount of \$15,499.29 to Lemmen Oil Company for 10,006 gallons of unleaded gasoline priced at \$1.549 per gallon with funds available in the Garage Fund.
- j. Removed from the Consent Calendar.
- k. the City Commission authorizes the use of \$8,298.17 in funding from the Special Assessment Fund to extend the alley paving work associated with Special Improvement District 2016-003 (authorized at the September 6, 2016, City Commission meeting); and that the City Clerk be authorized to certify the City Commission's acceptance of a 20' x 24', public street easement as generally outlined in the packet materials for the November 7, 2016, meeting of the City Commission.
- l. Removed from the Consent Calendar.
- m. Removed from the Consent Calendar.

CARRIED unanimously.

**Items removed from the Consent Calendar**

a.

Consideration of authorizing a contract for the 2016 Larry C. Hardy Parking Garage Office Renovation Project.

The following addressed the Commission:

Tim Lodge, City Engineer  
Nicole VanNess, Parking Administrator

Moved by Lewis, seconded by Richardson, that this item be considered at the November 14, 2016, meeting.

CARRIED unanimously.

b.

Consideration of authorizing a letter of engagement for professional legal services associated with a tax appeal from Grand Traverse Hotel Properties (Hotel Indigo).

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Richardson, seconded by Shamroe, that the Mayor and City Clerk execute a letter of engagement with FosterSwift, P.C. in the amount not-to-exceed \$15,000 for professional legal services to represent the City against the pending Michigan Tax Tribunal from Grand Traverse Hotel Properties, d/b/a Hotel Indigo, in connection with its property located at 263 West Grandview Parkway, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds to come from the City Assessor's Budget.

CARRIED unanimously.

c.

Consideration of accepting the sanitary sewer easement from Uptown Development.

The following addressed the Commission:

Marty Colburn, City Manager

Lauren Tribble-Laucht, City Attorney

Moved by Haas, seconded by Shamroe, that the City Commission accepts the Sanitary Sewer Easement from Uptown Development, T.C., LLC and that the

City Clerk be authorized to execute the acceptance.

Timothy Lodge, City Engineer

CARRIED unanimously.

d.

Consideration of authorizing a confirming service order for the emergency repair of an outlet riser pipe in connection with stormwater basin servicing.

The following addressed the Commission:

Marty Colburn, City Manager

Tim Lodge, City Engineer

Moved by Lewis, seconded by Werner, that the City Manager be authorized to issue a confirming service order to Molon Excavating, Inc. in the amount of \$11,600.00, for emergency repair and replacement of the stormwater basin outlet structure, with funds available in the Stormwater Funds.

CARRIED unanimously.

**3. Old Business**

**3(a).**

Public hearing regarding a request for a Special Land Use Permit from Munson Medical Center to construct a family birth and children's center at 1105 Sixth Street, as recommended by the Planning Commission, and consideration of adopting an Order Approving the Request.

The following addressed the Commission:

Marty Colburn, City Manager

Steve Tongue, Munson Medical Center Vice President of Facilities and Support Services

Mayor Carruthers opened the public hearing.

The following addressed the Commission:

Rick Buckhalter, 932 Kelley Street

There being no one further desiring to speak, Mayor Carruthers closed the public hearing.

Moved by Richardson, seconded by Lewis, that the Order Granting Special Land Use Permit No. 16-SLUP-01 to allow for the construction of a 110 foot tall building for the purposes of a family birth and children's center at 1105 Sixth Street, with conditions, as recommended by the Planning Commission, be adopted.

Lauren Tribble-Laucht, City Attorney  
Benjamin Marentette, City Clerk

Mayor Pro Tem Richardson, with agreement by Commissioner Lewis, withdrew the motion.

Russell Soyring, City Planning Director

Moved by Howe, seconded by Haas, that the Order Granting Special Land Use Permit No. 16-SLUP-01 to allow for the construction of a 110 foot tall building for the purposes of a family birth and children's center at 1104 Sixth Street, with conditions, as recommended by the Planning Commission, be adopted; and that the factual findings as articulated by the City Commission at the meeting of November 7, 2016, and orally reviewed by the City Clerk at the same meeting be incorporated into the record.

CARRIED unanimously.

**3(b).**

Public hearing on a request from Munson Medical Center to vacate a portion of Sixth Street for a family birth and children's center at 1105 Sixth Street.

The following addressed the Commission:

Marty Colburn, City Manager  
Russell Soyring, City Planning Director  
Chris DeGood, AECOM  
Steve Tongue, Munson Medical Center Vice President of Facilities and Support Services

Mayor Jim Carruthers opened public hearing:

The following addressed the Commission:

Mary Beth Milliken, 7580 East Shore Road, Peninsula Township, on behalf of Milliken Medical Building and the practicing physicians

There being no one further desiring to speak, Mayor Carruthers closed the public hearing.

Timothy Lodge, City Engineer  
Lauren Tribble-Laucht, City Attorney  
Benjamin Marentette, City Clerk

Moved by Lewis, seconded by Shamroe, that the Resolution Deeming it Advisable to Vacate a Portion of Sixth Street, as recommended by the City Planning Commission, be adopted.

CARRIED unanimously.

**3(c).**

Consideration of adopting a policy regarding payment in-lieu-of-taxes (PILOT) arrangements as recommended by the City Commission Ad Hoc Committee and consideration of adopting a fee for such requests; and consideration of establishing a committee to make policy recommendations regarding housing supply and affordability.

The following addressed the Commission:

Marty Colburn, City Manager  
Polly Cairns, City Assessor  
Benjamin Marentette, City Clerk  
Lauren Tribble-Laucht, City Attorney

Moved by Lewis, seconded by Howe, that the Policy for Payment in Lieu of Taxes (PILOT) be adopted; and that the City Commission establishes a non-refundable fee of \$1,800 for PILOT requests as recommended by the City Clerk, with the fee to be incorporated into the City's Directory of Charges.

CARRIED unanimously.

**4. New Business**

**4(a).**

Consideration of authorizing an agreement for professional design services for an additional water reservoir at the Barlow Reservoir Site

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Lewis, seconded by Richardson, that the City Commission waives the competitive bidding process and that the Mayor and City Clerk execute an agreement with Prein & Newhof in the amount of not-to-exceed \$98,200 for professional design services for the 2017 Two Million Gallon Water Reservoir Project (at the Barlow Reservoir Site), with funds available in the Water Fund.

Dave Green, Director of Public Services

CARRIED unanimously.

**5. Appointments**

**5(a).**

Consideration of appointing an ad hoc interview committee to make

recommendation regarding one appointment to the Election Commission.

Moved by Shamroe, seconded by Richardson, that Kris Elliott be reappointed to one three-year term expiring December 9, 2019, seat previously held by Kris Elliott, on the Election Commission.

CARRIED unanimously.

**5(b).**

Consideration of appointment of an ad hoc interview committee to make a recommendation regarding one appointment to the Brown Bridge Advisory Committee.

Moved by Lewis, seconded by Werner, that the resignation of Michael Kreft dated September 15, 2016 from the Brown Bridge Advisory Committee, be accepted and that an ad hoc interview committee be established to make a recommendation regarding one unexpired three-year term expiring October 1, 2018, on the Brown Bridge Advisory Committee, seat previously held by Michael Kreft; and that Commissioners Shamroe, Werner, and Haas be appointed to such committee, with Commissioner Shamroe to serve as chair.

CARRIED unanimously.

**5(c).**

Consideration of appointment an ad hoc interview committee to make recommendation regarding one appointment to the Board of Tax Review.

Moved by Haas, seconded by Shamroe, that Dan Stiebel be reappointed to one three-year term expiring December 31, 2019, seat previously held by Dan Stiebel, on the Board of Tax Review.

CARRIED unanimously. (Richardson temporarily left the room)

**6. Reports and Communications**

The following were received and filed:

- a. Reports, announcements and correspondence from the City Manager.
- b. Announcements from the City Clerk.
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.
  1. Reports from members of the Commission serving on boards.
  2. Minutes of the Arts Commission meetings of September 21, 2016, and October 3, 2016.
  3. Minutes of the Act 345 Retirement System meeting of August 31, 2016.
  4. Quarterly Financial Report for the fourth quarter which ended June 30, 2016, from the City Treasurer/Finance Director.
- e. Reports and correspondence from non-City officials.
  1. Quarterly Parking Services Report for July through September 2016.
  2. Minutes of the Traverse Area District Library Board of Trustees meeting of September 15, 2016.
  3. Monthly Operations Report for the Wastewater Treatment Plant from CH2M for September 2016.

## **7. Public Comment**

The following addressed the Commission:

1. Reserved.

None

2. General.

Mark Breederland, Michigan State University, 9483 East Harbor Hills, Elmwood Township  
Rick Buckhalter, 932 Kelley Street  
Ross Richardson, 10675 Candleton

3. Mayor and City Commissioners.

Commissioner Amy Shamroe  
Commissioner Gary Howe  
Commissioner Tim Werner  
Commissioner Brian Haas  
Commissioner Richard Lewis  
Mayor Jim Carruthers

**8. Adjournment**

There being no objection, Mayor Jim Carruthers declared the meeting adjourned at 10:14 p.m.

  
\_\_\_\_\_  
Benjamin Marentette, MMC  
City Clerk

Approved: \_\_\_\_\_,  
(Date) (Initials)

## Minutes of the



### City Commission for the City of Traverse City

#### Organizational Meeting

November 14, 2016

An organizational meeting of the City Commission of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 7 p.m.

The following Commissioners were present, constituting a quorum: Mayor Jim Carruthers, Brian Haas, Gary L. Howe, Richard I. Lewis, Amy Shamroe, and Timothy M. Werner.

The following Commissioners were absent: None.

The Pledge of Allegiance was recited.

Mayor Jim Carruthers presided at the meeting.

Roll Call.

1.

Presentation by Mayor Jim Carruthers and National Cherry Festival Executive Director Kat Paye recognizing the efforts of Grand Traverse County Emergency Management Coordinator Gregg Bird, in cooperation with the City, and Cherry Capital Airport, on the Festival's receipt of a Gold Pinnacle Award from the International Festival and Events Association for an emergency preparedness and risk management plan.

The following addressed the Commission:

Kat Paye, National Cherry Festival Executive Director  
Gregg Bird, Grand Traverse County Emergency Management Coordinator

2.

Discussion regarding update on the Boardman River Restoration Project.

Marty Colburn, City Manager  
Frank Dituri, Grand Traverse Band of Ottawa and Chippewa Indians  
Amy Beyer, Conservation Resource Alliance  
Dave Petrove, 9988 Riley Road, Interlochen

3.

Consideration of authorizing a contract for the 2016 Larry C. Hardy Parking Garage Office Renovation Project.

The following addressed the Commission:

Marty Colburn, City Manager  
William Twietmeyer, City Treasurer/Finance Director

Moved by Lewis, seconded by Werner, that the Mayor and City Clerk execute a unit prices contract with Grand Traverse Construction in the amount of \$145,900 more or less, for the 2016 Larry C. Hardy Parking Garage Office Renovation Project; and that the City Manager be authorized to manage a \$20,000 contingency for this project, such contract subject to its approval by the City Manager and its form by the City Attorney, with funds available in the Parking System Fund.

CARRIED unanimously.

4.

Discussion regarding the process to fill the seat on the City Commission made vacant by the resignation of Ross Richardson

The following addressed the Commission:

Marty Colburn, City Manager

Benjamin Marentette, City Clerk

Moved by Howe, seconded by Haas, that the City Commission intends to fill the seat on the City Commission made vacant by the resignation of Ross Richardson and that registered City voters interested in serving shall submit a letter of interest and resume to the City Clerk, which shall be received by the City Clerk by 5 p.m. on Friday, December 2, 2016.

Rick Buckhalter, 932 Kelley Street  
Christie Minervini, 118 East 17<sup>th</sup> Street  
Dave Petrove, 9988 Riley Road, Interlochen

CARRIED unanimously.

5.

Selection of the Mayor Pro Tem from the membership of the City Commission for a one-year term expiring November, 2017.

Mayor Carruthers opened the floor for nominations.

Commissioner Lewis nominated Commissioner Howe as Mayor Pro Tem for November 14, 2016, to November 13, 2017.

There being no further nominations from the floor, Mayor Carruthers entertained a motion to close nominations for Mayor Pro Tem.

Moved by Shamroe, seconded by Lewis, to close the floor for nominations and for a vote to be taken on the nomination of Commissioner Howe for Mayor Pro Tem.

CARRIED unanimously.

Commissioner Gary Howe was unanimously elected as Mayor Pro Tem for November 14, 2016, to November 13, 2017.

6.

Consideration of appointment by the Mayor of a City Commission representative to serve on the Grand Traverse County Board of Public Works, subject to approval by the Grand Traverse County Board of Commissioners

Moved by Shamroe, seconded by Werner, that the Mayor's reappointment of Commissioner Lewis to the Grand Traverse County Department of Public Works Board, to a one-year term effective January 1, 2017, expiring December 31, 2017, (seat currently held by Commissioner Richard Lewis), subject to approval by the Grand Traverse County Board of Commissioners, be approved.

CARRIED unanimously.

7.

Consideration of appointment by the City Commission of two of its members to the City Planning Commission

Moved by Werner, seconded by Shamroe, that Commissioner Howe and Commissioner Haas each be appointed to a one-year term expiring November 13, 2017 on the City Planning Commission (seats previously held by Mayor Pro Tem Ross Richardson and Commissioner Gary Howe).

CARRIED unanimously.

8.

Consideration of appointment by the City Commission of a representative to serve on the Next Michigan Corporation Board.

Moved by Haas, seconded by Shamroe, that Commissioner Lewis be appointed to an unexpired four-year term expiring November 11, 2019, as the alternate representative of the City Commission on the Next Michigan Corporation Board (seat previously held by former Mayor Pro Tem Ross Richardson).

CARRIED unanimously.

9.

Consideration of appointment by the City Commission of a representative to serve on the Grand Traverse County Brownfield Redevelopment Authority Board of Directors, subject to approval by the Grand Traverse County Board of Commissioners

Moved by Shamroe, seconded by Haas, that Commissioner Lewis be appointed to an unexpired three-year term expiring December 31, 2017 (seat previously held by former Mayor Pro Tem Ross Richardson), on the Grand Traverse County Brownfield Redevelopment Authority Board of Directors as the City Commission's representative, subject to approval by the Grand Traverse County Board of Commissioners.

CARRIED unanimously.

10.

Consideration of appointment by the Mayor, with approval of the City Commission of one citizen member to the Traverse City Housing Commission.

No action was taken.

11.

Consideration of appointment by the Mayor with approval of the City Commission of one citizen member to the Traverse Area District Library Board.

Moved by Shamroe, seconded by Haas, that the Mayor's appointment of Caroline Gersch to one four-year term, effective December 31, 2016 (seat previously held by Jerry Beasley) expiring December 31, 2020, on the Traverse Area District Library Board, be approved.

CARRIED unanimously.

12.

Consideration of entering into closed session to discuss an attorney-client privileged communication relating to City Proposal 3.

The following addressed the Commission:

Rick Buckhalter, 932 Kelley Street  
Ann Rogers, 1236 Peninsula Drive

Moved by Lewis, seconded by Shamroe that the attorney-client privilege on the communication related to this matter be lifted.

CARRIED unanimously.

Lauren Tribble-Laucht, City Attorney

13.

Announcements from the City Clerk.

The following addressed the Commission:

Benjamin Marentette, City Clerk

14.

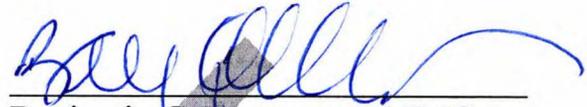
Public Comment.

The following addressed the Commission:

Rick Buckhalter, 932 Kelley Street  
Rob Bacigalupi, Downtown Development Authority Executive Director  
Priscilla Townsend, 150 Pine Street, Apartment 704  
Ann Rogers, 1236 Peninsula Drive  
Judy Nelson, 429 Garfield Avenue  
Commissioner Richard Lewis  
Commissioner Brian Haas  
Commissioner Gary Howe  
Commissioner Amy Shamroe

Mayor Jim Carruthers

There being no objection, Mayor Carruthers declared the Organizational Meeting adjourned at 9:00 p.m..



Benjamin C. Marentette, MMC  
City Clerk

Approved: \_\_\_\_\_, \_\_\_\_\_  
(Date) (Initials)

DRAFT



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF DECEMBER 5,  
2016

DATE: DECEMBER 1, 2016  
FROM: <sup>MC</sup> MARTY COLBURN, CITY MANAGER  
SUBJECT: 2016/2017 FLEET REPLACEMENTS: #21, #29, & #30

Attached are memos from Dave Green, DPS Director and Dave Courtad, Garage Superintendent, regarding the approval to declare Trucks #21, #29 & #30 surplus, and to approve the planned purchase of three Ford Police Interceptors with patrol packages, using the Cooperative Purchase Program.

I recommend the following motion (5 affirmative votes required):

**that the City Manager be authorized to declare Vehicles #21, #29, and #30, all 2011 Ford Crown Victoria Patrol Vehicles surplus, and the City Manager be authorized to issue a purchase order to Signature Ford of Owosso, in the amount of \$109,915.50 for the purchase of three 2017 Ford Police Interceptors with patrol packages, with funds available in the Garage Fund for these planned replacements.**

MC/jd

cc: Dave Green, DPS Director  
Dave Courtad, Garage Superintendent

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# Memorandum

The City of Traverse City  
Department of Public Services



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TO: Martin Colburn, Acting City Manager  
FROM: Dave Green, DPS Director   
DATE: November 28, 2016  
SUBJECT: 2016/2017 Scheduled Fleet Vehicle Replacement

Attached is a memorandum from Dave Courtad, Garage Superintendent, requesting approval to purchase three 2017 Ford Police Interceptor's for the Police Department. As Dave explains, we are going to revise the process we use to get a "road ready" unit with this purchase. In lieu of getting the "blank" unit shipped to us so that we can then pay vendors additional dollars to outfit them, usually costing us more time, effort and money, we are buying the complete unit already outfitted with what we need. I bring this to your attention because you will notice our estimated price for these vehicles as listed in the 2016/2017 Vehicle Replacement Schedule was for the stripped down version which is roughly \$6,650.00 less than we will be paying Signature for the total package per unit. After discussions with the TCPD this is still close to \$2,000.00 less than the TCPD would pay per vehicle using the old method of acquiring a total "road ready" police cruiser.

These vehicles, if approved, will be purchased through the Macomb County, Mi. Cooperative Purchasing Program and all three of the vehicles are included in the 2016/20176 Vehicle Replacement Schedule.

Please request that the City Commission declare vehicle's # 21, #29 and #30, all 2011 Crown Victoria's surplus and approve a purchase order in the amount of \$109,915.50 to Signature Ford of Owosso, MI. for the purchase of three 2017 Ford Police Interceptor's with patrol package with funds available in the Garage Fund for these planned replacements.

**City of Traverse City, Michigan  
INTERNAL SERVICE FUND  
GARAGE FUND  
2016-17 Vehicle Replacement Schedule**

Department	Vehicle Description	Estimated Replacement Costs
# 21 Police	2011 Ford Crown Vic Patrol Vehicle	\$ 30,000
# 29 Police	2011 Ford Crown Vic Patrol Vehicle	30,000
# 30 Police	2011 Ford Crown Vic Patrol Vehicle	30,000
Police	2006 Harley Davidson Patrol Motorcycle	20,000
Police	2006 Harley Davidson Patrol Motorcycle	20,000
Police	2005 Harley Davidson Patrol Motorcycle	20,000
Streets	2007 Dodge Dakota Pickup	35,000
Cemetery	2005 F350 Pickup W/Plow	50,000
Parks	2005 International Tree Truck with 55' Bucket	260,000
Water Distribution	1999 Ford F150 Pickup	35,000
Parks	2005 Ford F150 Pickup	35,000
Wastewater	2007 Freightliner FL80 W/Rodder, Vacuum	420,000
Wastewater	2007 Ford F250 W/Utility Body	65,000
Streets	2007 International W/Dump, Sander & Plow	245,000
Light & Power Service	2007 Freightliner W/55' Bucket	290,000
Light & Power Service	2006 International W/Pole Digger	291,721
Wastewater	2002 Ford E450 Truck W/Sewer Camera	175,000
Streets	1991 Sullair Trailer Air Compressor	25,000
Streets	1992 Swensen Sander System	20,000
Police	Six (6) Detective Vehicles-First Time Purchase	175,000
<b>Estimated Total Replacement Cost</b>		<b>\$ 2,271,721</b>

↓  
*STRIPPED DOWN ESTIMATED COST. DOES NOT INCLUDE  
 LIGHT BARS, LOGOS, SIREN, SPEAKERS, ETC.*

---

# Memorandum

The City of Traverse City  
Department of Public Works



**TO: Dave Green DPS Director**

**CC:**

**FROM: Dave Courtad Garage Superintendent**

**DATE: November 21, 2016**

**SUBJECT: Vehicle Purchase**

**Attached please find a bid for three (3) 2017 Ford Police Interceptors "Road Ready" in the amount of \$36,638.50 each from Signature Ford using the Macomb County, Mi. Cooperative Purchasing Program.**

**Traditionally the Garage has been purchasing the Vehicle, then the Police Department has been taking to have them up fitted with the lights, siren etc. By having them arrive in a ready for the road condition not only speeds up the process (the last unit took almost 3 months to get on the road using local Vendors) but it also saves the City approximately \$2,000.00 per vehicle.**

**Would you please request of the City Commission permission to issue a Purchase Order to Signature Ford of Owosso, Mi. in the amount of \$109,915.50, and also declare Garage Vehicles #21, #29, and #30 all 2011 Ford Crown Victoria's Surplus.**

**These are planned purchases and funds are available in the Garage Fund.**

A handwritten signature in black ink, appearing to be "D. Courtad".



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF DECEMBER 5, 2016

DATE: DECEMBER 1, 2016

FROM: <sup>mac</sup>MARTY COLBURN, CITY MANAGER

SUBJECT: ORDINANCE AMENDMENT – PLATFORM CAFES

At the September 12, 2016, Joint Study Session with the Downtown Development Authority Board, the City Commission heard a presentation regarding a proposed ordinance to allow for platform cafes. The City Commission asked that the DDA present an ordinance in final form for the Commission's consideration. These platform cafes could be allowed in on-street parking spaces on streets where the speed limit is 25 miles per hour. The 100 and 200 blocks of East Front Street are excluded.

The DDA met with City Clerk Benjamin Marentette and staff from the Department of Public Services, Fire Department, Engineering Department and Construction Code Office. As with all licenses, the process will be managed by the City Clerk's Office, which will consult with the appropriate departments. Many of the particular requirements of platform cafes are outlined in the Outdoor Café License Agreement. The City Clerk has worked with the Michigan Liquor Control Commission (LCC) to ensure the requirements of the LCC for licensing would be met; having a license agreement with conditions featured in the template agreement satisfy the LCC.

I recommend the following motion:

**that an amendment to the Traverse City Code of Ordinances, *Outdoor Cafes in Designated On-Street Parking Areas*, Section 1020.09, which provides for a framework to allow platform cafes in certain on-street parking spaces, as recommended by the Downtown Development Authority Board of Trustees, be introduced and scheduled for possible enactment on December 19, 2016.**

MC/bcm

K:\tcclerk\city commission\ordinance amendments\platform cafes

Copy: Rob Bacigalupi, DDA Executive Director



To: Marty Colburn, City Manager  
From: Rob Bacigalupi, Executive Director  
Re: Platform Cafe Ordinance  
Date: November 29, 2016

Enclosed is a memorandum from Marketing and Deputy Director Colleen Paveglio regarding the proposed platform cafe ordinance, which would provide some City restaurants another outdoor dining space option in the warmer months. This ordinance would allow up to 10 platform cafes in on-street parking spaces in the DDA District, except not on the 100 and 200 blocks of East Front Street, where parking pressure is highest. Platform cafes would be allowed outside of the DDA District without limit, but only in designated parking spaces.

The City Commission last saw this at the joint City Commission/DDA Board study session on September 12, 2016. Since then we have worked with City staff to fine tune the approval process, which is reflected in the Outdoor Cafe License Agreement, which follows the proposed ordinance. The DDA Board of Directors recommended this ordinance at their November 19, 2016 meeting. There was a motion by *Burkholder, seconded by Beers that DDA Board of Directors recommend the Outdoor Cafe in Designated On-Street Parking Areas ordinance to the City Commission. Motion carried unanimously.*



**Memorandum**

To: DDA Board of Directors  
From: Colleen Pavaglio, DDA Marketing & Deputy Director  
Subject: Outdoor Cafes  
Date: November 14, 2016

As you may recall, the Downtown Traverse City Association formed a committee to revisit the Outdoor Cafe ordinance that was drafted in 2014 that specifically addressed Platform Cafes. In June 2016, the DDA Board approved proceeding with the program. DDA staff also presented to City Commission in September 2016 who expressed support to move forward with a draft ordinance.

Enclosed you will find the draft ordinance and license agreement based on input from DDA and DTCA Board members, committee members and also department heads at the City. I have also enclosed a presentation that provides visual examples as well as highlights items of interest.

Outdoor dining is a true indicator of street life and enhances the vibrancy of city centers. Challenged with narrow and crowded sidewalks, Platform Cafes can create safe and comfortable pathways and also increase outdoor dining options. We are seeking support from the DDA Board to approve the ordinance and license agreement in draft form, so we may proceed with seeking adoption by the City Commission. Please let me know if you have any questions.



# Platform Cafes

*Offering the Growth in Outdoor Dining Opportunities*

# What is a Platform Cafe?

- ◆ Platform dining is a constructed platform that occupies one or more parking spaces that are sponsored and maintained by a private business for the exclusive use of that business as a commercial resource for the extension of outdoor cafe dining space.



- ◆ The intent of platform dining is to increase pedestrian activity and use of outdoor space primarily in less active areas of downtowns.
- ◆ Platform dining expands outdoor dining opportunities for businesses in less active areas.
- ◆ Platform dining primarily benefits the sponsoring establishment from an economic standpoint.
- ◆ Platform dining is not appropriate in high pedestrian destination commercial areas. It is critically important to support a diverse mix of uses in the area, including retail, office, and professional services. Platform dining may have the effect of further encouraging concentrations of restaurants and inhibit the diversity of street uses.

# Growth in Outdoor Dining Opportunities

New requirements implemented to the Sidewalk Cafe Ordinance resulted in a decrease in permits issued.

2014:

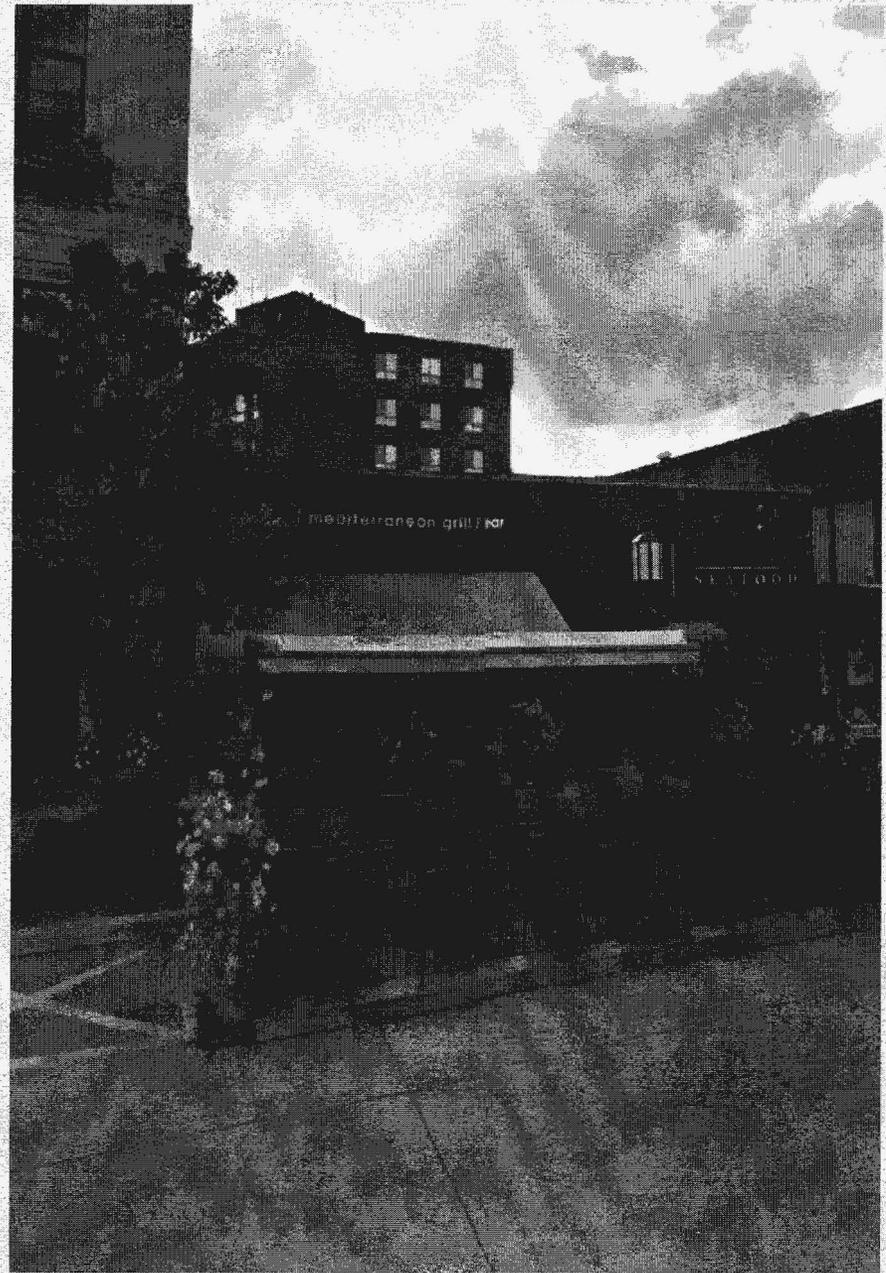
**26 Permits Issued**

2016:

**19 Permits Issued  
(5 Requiring Waivers)**

**27% decrease**

in Sidewalk Cafes



# Location

- ◆ City of Traverse City
  - ◆ Unlimited number of permits outside of DDA District
  - ◆ Maximum of 2 parking spaces per permit holder
  - ◆ Exclusion of the 100 & 200 block of E. Front St.
- ◆ DDA District
  - ◆ Limited to 10 total within the DDA District (maximum of 2 parking spaces per permit holder)



# Hours, Dates, & Fees

## ♦ Hours

- ♦ Consistent with the Sidewalk Cafe Ordinance with suggestion to extend until midnight

## ♦ Dates

- ♦ May 1 through October 1
  - ♦ Discretion of City Clerk's Office that the season extend prior to and/or after the suggested May 1 through October 1 dates

## ♦ Fees

- ♦ A \$360 application fee will be administered by the City Clerk's Office
- ♦ Meter bagging fees apply: \$15 per space daily
  - ♦ For example: Use of two parking spaces for a Platform Cafe May 1 - October 1, would result in \$4,980 in fees



# The Physical Space

- ◆ Located in front of business based on building frontage
- ◆ If parking space encroaches upon a neighboring business, it is required that 50% or more of the parking space must reside in front of the permit holder
- ◆ Platforms are not to encroach upon adjacent parking spaces
- ◆ Platform Cafes may include the brick ribbon along the streetscape when applicable
- ◆ If a Sidewalk Cafe and Platform Cafe permit is issued, the Sidewalk Cafe must be adjacent to the Platform Cafe and not against the building



# Platform Cafe

*Use of Parking Space and Sidewalk*

# Sponsoring a Platform Cafe

- ◆ Platform dining would be operated and reserved for private use by the restaurant due to private investment and fees applied
- ◆ Dependent upon hours, it would be encouraged that owners leave the space for public use during non-business hours



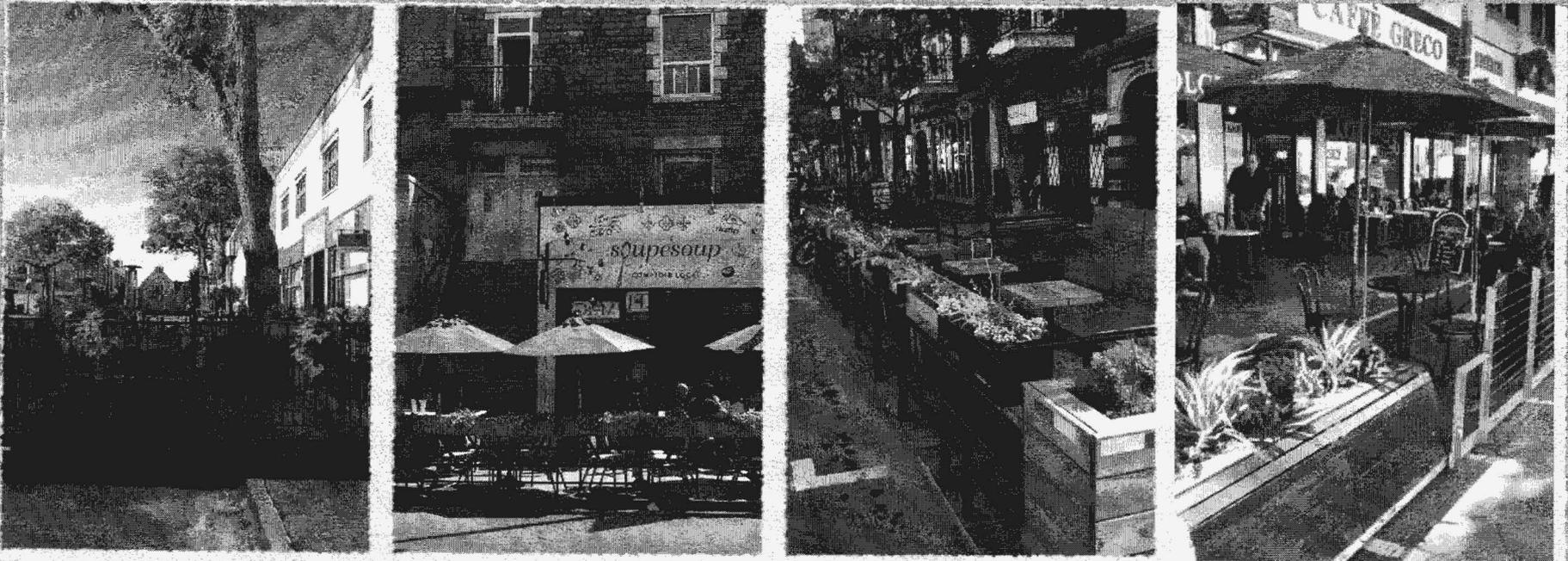
# Aesthetics

- ♦ Review and approval by City Planner, City Engineer
- ♦ Comply with zoning and building code
- ♦ Materials
  - ♦ Wood, metal, wrought iron, cast iron, steel, high quality recycled plastic i.e. trex
- ♦ Requirement of planters to soften edges
- ♦ Lighting restrictions will apply
- ♦ Branded items i.e. logos on umbrellas would not be permitted
- ♦ Furniture would not be required to be removed each night

# Safety

- ◆ Platform Cafes must be utilized in a safe manner. This includes providing buffering and fencing from lanes and maintaining a buffer distance from intersections and bus stops.
- ◆ Platform Cafes have the potential to lower speed limits by narrowing streets and operating similar to the “bumpouts” along the 100 and 200 blocks of E. Front St.





# Benefits of Outdoor Dining

*Enhances the Economy*

*Creates Vibrancy within a Downtown and Beyond*

TRAVERSE CITY CODE OF ORDINANCES

ORDINANCE AMENDMENT NO. \_\_\_\_\_

Effective date: \_\_\_\_\_

TITLE: OUTDOOR CAFÉS IN DESIGNATED ON-STREET PARKING AREAS

THE CITY OF TRAVERSE CITY ORDAINS:

That Sections 1020.09, *Outdoor Cafes in Designated On-Street Parking Areas*, of the Traverse City Code of Ordinances, be enacted/amended to read in its entirety as follows:

**1020.09. OUTDOOR CAFES IN DESIGNATED ON-STREET PARKING AREAS.**

(a) Permit Conditions. The City Clerk may issue to a food service establishment a revocable Outdoor Café Permit authorizing the placement of the outdoor café in on-street parking areas on streets where the posted speed is 25 miles per hour or less, pursuant to Section 1020.07 or 1020.08 of this Code of Ordinances. For Outdoor Café Permits where alcohol is not served, the provisions of Section 1020.07 of this Code of Ordinances shall apply in all respects; provided, however, if there is a conflict between this section and Section 1020.07, the provisions of this section shall survive. For Outdoor Café Permits where alcohol is served, the provisions of Section 1020.08 of this Code of Ordinances shall apply in all respects; provided, however, if there is a conflict between this section and Section 1020.08, the provisions of this section shall survive. Such permits shall be subject to the following terms and conditions:

(1) General conditions.

- A. The Café shall be located within designated street parking areas where 50 percent or more of the parking space is in front of the food service establishment applicant. A maximum of two parking spaces will be permitted. Use of the "brick ribbon" on sidewalk is permitted when applicable.
- B. Cafes will not be permitted on the 100 and 200 block of East Front Street.
- C. A maximum of 10 permits will be issued for Cafes within the Downtown Development Authority district.
- D. A fee in the amount determined by resolution of the City Commission shall be paid prior to issuance of a permit by the City Clerk such fee may be prorated based on the number of days used as agreed to in an Outdoor Café License Agreement. A Building Inspection Fee of \$110 fee will be applied. A Right of Way permit will also be required.
- E. The Café shall be established upon a removable platform approved by the City Planning Director, City Engineer, City Department of Public Services, City Fire, and Grand Traverse County Construction Code before being placed in the designated on-street

- parking area; the platform shall be placed in such a manner to not create trip hazards. Drawings must be submitted by a registered design professional.
- F. The Café shall be separated from vehicular traffic with a 1' perimeter and surrounded by a barrier generally 36" in height and be approved by the City Planning Director, City Engineer, City Department of Public Services, City Fire, and Grand Traverse County Construction Code, which will remain in place at all times when the café is in operation, and shall include markings or other devices or decorations to make the barrier clearly visible at all times. Planters are required.
- G. The platform shall not be placed in the designated on-street parking spaces sooner than May 1 each year and shall be removed no later than October 1 each year. At the discretion of the City Clerk, the time frame when the platform may be placed in the designated on-street parking spaces may be extended.
- H. The Café shall conform to the site plan which shall be incorporated as part of the permit. Such site plan shall show the following: the design, relevant details and location of all temporary structures, including the dimensions of the removable platform, planters, landscaping, railings, tables, chairs and lighting. Permitted materials include, wood, metal, cast iron, steel, and high quality recycled plastic.
- I. If the use of a musical instrument and/or sound reproduction system is planned, such use shall be governed by this Code of Ordinances and there shall be no amplification of live music.
- J. The City Manager may adopt rules and regulations regarding the construction, use and removal of outdoor cafes within designated street parking areas. Outdoor Cafes within designated street parking areas shall be operated in accordance with the rules and regulations as they may be adopted or amended. An Outdoor Café within a designated on-street parking area which is operated in violation of the rules and regulations shall be removed within 24 hours of written notice.
- K. The owner of the Outdoor Café shall enter into an Outdoor Café License Agreement with the City further specifying the terms and conditions of the permit which allows a Café to be placed within designated street parking areas. The City Clerk is authorized to execute such agreements on behalf of the City.
- L. The Outdoor Café will be open to patrons of the licensee and not the general public.
- M. Smoking shall be prohibited; and a sign shall be posted within the platform indicating smoking is prohibited.
- N. Other conditions established by the City Clerk in the permit.
- (2) Prohibitions. The occupancy must not:
- A. Violate any provisions of Section 1020.07 or 1020.08 of this Code

of Ordinances; provided, however, that if there is a conflict between this section and Section 1020.07 or 1020.08 of this Code of Ordinances, the provisions of this section shall survive.

B. Extend more than seven feet from the curb line.

The effective date of this Ordinance is the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

I hereby certify the above ordinance amendment was introduced on \_\_\_\_\_, at a regular meeting of the City Commission and was enacted on \_\_\_\_\_, at a regular meeting of the City Commission by a vote of Yes: \_\_\_\_\_ No: \_\_\_\_\_ at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

\_\_\_\_\_  
Jim Carruthers, Mayor

\_\_\_\_\_  
Benjamin C. Marentette, City Clerk

I hereby certify that a notice of adoption of the above ordinance was published in the Traverse City Record Eagle, a daily newspaper published in Traverse City, Michigan, on \_\_\_\_\_.

\_\_\_\_\_  
Benjamin C. Marentette, City Clerk

## OUTDOOR CAFÉ LICENSE AGREEMENT

THIS LICENSE AGREEMENT made this \_\_\_\_ day of \_\_\_\_, 201 \_\_\_\_, by and between the CITY OF TRAVERSE CITY, a Michigan municipal corporation of 400 Boardman Avenue, Traverse City, Michigan, hereinafter called "the City" and \_\_\_\_\_, a \_\_\_\_\_, of \_\_\_\_\_, Traverse City, Michigan, hereinafter called "Licensee."

BECAUSE, Licensee occupies property located at \_\_\_\_\_, described as Parcel # \_\_\_\_\_; and

BECAUSE, Licensee wishes to place tables and chairs near its leased/owned premises on property owned by the City; and

BECAUSE, the City Clerk has reviewed and approved a site plan from Licensee permitting the placement of \_\_\_\_ tables and \_\_\_\_ chairs pursuant to Section \_\_\_\_ of the City of Traverse City Code of Ordinances;

BECAUSE, the City has determined that tables and chairs will not interfere with the general public use of public property; and

BECAUSE, the City has determined that it is in the public interest to close [INSERT IDENTIFICATION OF DESIGNATED ON STREET PARKING AREA] to the general public to be used as an Outdoor Café area; and

BECAUSE, the parties intend by this License Agreement to license the placement of tables and chairs and/or platform on public property under the terms and conditions provided herein.

IT IS THEREFORE AGREED as follows:

1. The term of this agreement is from \_\_\_\_ to \_\_\_\_.
2. The City licenses and authorizes Licensee to place \_\_\_\_ tables and \_\_\_\_ chairs and/or platform in the \_\_\_\_ [SIDEWALK OR DESIGNATED ON STREET PARKING AREA]\_\_\_\_, specified in a site plan stamped as received by the City Clerk on \_\_\_\_\_, which plan was approved by the City Clerk and is incorporated herein by reference.
3. It is mutually acknowledged that this License Agreement is intended as a license to use public property regulated and controlled by the City, and Licensee must comply in all respects to the terms and conditions of the site plan stamped as received by the City Clerk on \_\_\_\_\_, and with all conditions and other items as set forth in the ordinances of the City.

4. To the fullest extent permitted by law, the Licensee agrees to indemnify, defend, pay on behalf of, and hold harmless the City of Traverse City, its elected and appointed officials, all employees and volunteers working on behalf of the City of Traverse City, its boards, commissions, or authorities thereof, by reason of personal injury, including bodily injury and death; or property damage, including loss of use thereof, which arises out of or is in any way connected with this Agreement or the use of the public property, including the operations, acts, errors or omissions of the Licensee in performing this License Agreement and any acts, errors or omissions by its officers, agents, employees, workmen or independent contractors, whether arising in whole or in part from such acts or omissions. This indemnification provision shall not be limited by reason of insurance coverage of any type. This provision is not intended to waive the defense of governmental immunity that may be asserted by the City in an action against it. The Licensee expressly acknowledges and agrees that this indemnification provision is intended to be as broad and inclusive as is permitted by law and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. This indemnity shall survive the expiration or termination of this Agreement.
  
5. At a minimum, the Licensee, and each of its independent contractors, shall procure and maintain at all times during the duration of the License Agreement, the following insurance coverage subject to the conditions indicated. All coverages shall be issued by companies licensed to do business in the state of Michigan. All coverages shall be with insurance carriers acceptable to the City Clerk and list the City Clerk of Traverse City as certificate holder:
  - A. Commercial General Liability Insurance: Commercial General Liability Insurance on an occurrence basis with the limits of liability not less than \$1,000,000 per occurrence and aggregate of \$2,000,000 for Combined Single Limit Personal Injury and Property Damage. Such policy shall contain an endorsement stating the City of Traverse City is listed as additional insured
  
  - B. Liquor Liability Insurance (if liquor is to be served): Liquor Liability Insurance on an occurrence basis with limits of liability not less than \$1,000,000 per occurrence. Such policy shall include an endorsement stating that it extends coverage to include service outside of the licensed premises to all areas where alcohol is to be served or consumed and that the City of Traverse City is listed as additional insured.
  
  - C. Workers' Compensation Insurance: Workers' Compensation Insurance, including Employer's Liability Insurance, in accordance with all acceptable statutes of the State of Michigan.

- D. Other coverage required: Licensee shall provide other insurance coverage types or other insurance coverage amounts as required by the City Clerk.
  - E. Cancellation Notice: Thirty (30) days advance written notice of cancellation, non-renewal, reduction of material change in coverage, shall be provided to the City Clerk by the insurance carrier.
6. Licensee shall pay to the City a license fee of \$\_\_\_\_\_ for each year during the term of the Agreement for which it places the tables and chairs or platform on public property. Such fee shall be pro-rated on a monthly basis.
  7. Licensee shall be responsible for the upkeep and maintenance of all licensed areas. Should any property of the City be damaged as a result of Licensee's outdoor cafe activities, Licensee shall promptly make all necessary repairs at Licensee's sole expense. Licensee acknowledges that any private use of the public property not specifically authorized by this License Agreement is prohibited.
  8. Outdoor dining activities shall be only during the hours allowed by ordinances of the City.
  9. The Licensee shall comply with all federal, state, or local laws, rules or regulations.
  10. If Licensee is seeking to install a platform at least partially located on a street or sidewalk of the City, the following additional terms and conditions apply:
    - A. The Licensee acknowledges that the platform to be installed will disrupt the normal path of the City street sweeper. The street sweeper will not be able to reach the street and gutter pan upstream and downstream for a certain area on both sides of the platform. The Licensee will be responsible for sweeping this area by hand on a regular basis to match the upkeep of the rest of the street.
    - B. The Licensee acknowledges that the platform will make a portion of the gutter drainage system for the street inaccessible. The Licensee shall ensure drainage is provided underneath the platform. Should the Licensee fail to do so, the City shall notify the Licensee of its need to address this matter within 24 hours in writing. If Licensee does not respond or if Licensee fails to correct the issue, the City shall have the right to direct the City's labor and equipment needed to resolve the matter, with out-of-pocket costs (plus 15% administration fee) being invoiced to the Licensee.
    - C. The Outdoor Platform Café shall at all times be closed to the general public and only accessible by patrons of the Licensee.

- D. The Licensee acknowledges that the platform will be partially placed on a City street. At some time in the future, the City may need to schedule the street for repaving. In order to get competitive bids for this work, the City must allow its contractor the option to schedule the work over a period of as much as three months. The City Engineer agrees to notify the Licensee prior to the paving season (which coincides with the period of time the platform will be in place) when such work is planned on the relevant street. The Licensee agrees to defer installation of the platform or remove the platform until after the street paving is complete, and authorization to install the platform has been received from the City Engineer. All costs associated with removal shall be at the Licensee's own expense.
  - E. The Licensee acknowledges that the City is responsible for maintenance of the existing utility system that is under or adjacent to the platform area. It is possible that an emergency may arise that will require excavation under or near the area of the platform with short notice. Removal may also be necessitated if an excavation will cause nearby lanes of the road to be closed, which would then require the diversion of traffic in the area of the platform. The Licensee must be prepared to remove all or portions of the platform with 24 hours notice, or less.
  - F. In case of an emergency, the City retains the authority to remove the contents of the platform and/or all contents of the platform at any time and Licensee agrees that City shall not have any liability or responsibility for damage or complete destruction of the platform or Licensee's cost to replace the platform.
  - G. The Licensee must be prepared to remove all or portions of the platform as may be determined necessary from time to time by the City with 24 hours' notice, or less at its sole cost and expense.
  - H. Upon removal of the Licensee's platform, Licensee shall repair any City property damaged as a result of the installation, use or removal of the platform. All repairs shall be made at Licensee's sole expense and pursuant to the direction of the City Engineer. Bonding for construction will be required.
11. In addition to any remedies set forth above, the City may revoke this License Agreement and remove the tables, chairs or platform if any, at Licensee's cost, for failure to abide by the terms and conditions of this License Agreement pursuant to the Outdoor Café Ordinance. The City hereby authorizes the City Manager or designee to exercise this power to revoke this License Agreement without further action by the City Commission. Any and all costs incurred by the City, including, but not limited to the removal of the tables, chairs or platform, disposal, repair cost, staff time and actual attorney fees, shall be paid by the Licensee.

12. This License Agreement is not assignable by the Licensee.

IN WITNESS WHEREOF, the parties execute this Agreement.

CITY OF TRAVERSE CITY

LICENSEE:

\_\_\_\_\_  
Print name and title below:

\_\_\_\_\_  
Benjamin C. Marentette, City Clerk

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF DECEMBER 5, 2016

DATE: DECEMBER 1, 2016

FROM: <sup>MC</sup>MARTY COLBURN, CITY MANAGER

SUBJECT: SINGLE PARCEL SPECIAL ASSESSMENT WAIVER OF NOTICE

Attached is a memo from City Clerk Benjamin Marentette recommending the Commission amend the ordinance to provide a waiver of notice by a property owner who is part of a proposed single-parcel special assessment.

I recommend the following motion:

**that an amendment to the Traverse City Code of Ordinances, *Single Parcel Special Assessment Waiver of Notice*, which would allow the property owner of a single-parcel that is proposed for a single-parcel special assessment to waive the 30-day advance notice of when the City Commission will consider adopting a resolution approving a special assessment for a single parcel, be introduced and scheduled for possible enactment on December 19, 2016.**

MC/bcm

k:\tcclerk\city commission\ordinance amendments\single parcel special assessment waiver of notice

copy: Polly Cairns, City Assessor

Tim Lodge, City Engineer

William Twietmeyer, City Treasurer/Finance Director

---

# Memorandum

The City of Traverse City



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TO: Marty Colburn, City Manager

COPY:

FROM: Benjamin Marentette, City Clerk

A handwritten signature in black ink, appearing to read "B. Marentette", written over the "FROM:" line.

DATE: Monday, November 28, 2016

SUBJECT: WAIVER OF NOTICE – SINGLE-PARCEL SPECIAL ASSESSMENT

I recommend the City Commission enact the attached ordinance amendment which would allow a property owner of a proposed single-parcel special assessment to waive notice of the assessment, provided they do so in writing to my office. Providing the waiver will allow the process to be expedited by approximately 30 days when agreed to by the property owner.

Once a special assessment is approved, my office would notify the affected property owner within seven calendar days, as required by ordinance.

As always, please feel free to contact me with any questions.

**TRAVERSE CITY CODE OF ORDINANCES**

**ORDINANCE AMENDMENT NO. \_\_\_\_\_**

Effective date: \_\_\_\_\_

TITLE: SINGLE PARCEL SPECIAL ASSESSMENT WAIVER OF NOTICE

THE CITY OF TRAVERSE CITY ORDAINS:

That Section 232.04, of the Traverse City Code of Ordinances, be enacted/amended to read in its entirety as follows:

**232.01 CITY COMMISSION AUTHORITY**

The City Commission shall have the power to determine by resolution, with or without petition, that the whole or any part of the cost of any public improvement or abatement necessary to preserve the public health, safety, and welfare shall be defrayed by special assessment upon the property in special districts especially benefited but such determination shall not be made until the preliminary proceedings provided for in this Chapter shall have been completed. In all cases, public improvements and hazard abatement shall be made at the discretion of the City Commission. Advisory petitions for improvements may be submitted to the City Commission but they shall be advisory only and shall not be jurisdictional.  
(Ord. 819. Passed 1-5-09.)

**232.02 INITIATION OF PUBLIC IMPROVEMENTS.**

- (a) Filing of Petitions. The initiation of a public improvement, any part of the expense of which is to be assessed against one or more lots or parcels of real estate in proportion to the probable benefit to be derived there from, may be made by petition to the City Commission, signed by the owners of 50% or more of the owners of the property to be benefited by the improvement. To permit proper planning, designing and financing, petitions for capital improvement should be filed by April 1. If a petition is filed after April 1 and the City Engineer determines the costs will appreciably change, a new petition with the revised cost information shall be circulated before the petition may be considered. The City Commission may not be able to consider any such request or petition which is filed later than April 1 of each year.
- (b) Contents of Petitions. Petitions shall be presented on forms provided by the City Clerk and shall set forth the location, extent and character of the desired improvement, the portion of the total cost which is proposed to be assessed against the property to be benefited, and the number of annual installments in which the assessment is to be divided.
- (c) City Commission Initiation. Public improvements may be initiated by City Commission resolution.
  - (1) If written objections to a proposed improvement where the cost is proposed to be defrayed in whole or in part by special assessment have been filed with the City Assessor by the owners of more than one-half of the parcels to be assessed at or

before the public hearing provided for in Section 232.03, the City Commission shall not proceed with the improvement except by the affirmative vote of 6 members of the City Commission.

- (d) **Waiver of Notice of Hearing.** The owner of record of any lot or premises may, at any time, execute, in writing, a "Waiver of Notice and Proceedings", and may file the same with the City Clerk, waiving any or all notice of hearing and other proceedings required in this chapter and in the City Charter and authorizing the City Commission to make such special assessment as the City Commission may determine against the owner and his or her property without further notice. The City Commission may thereupon, by resolution, authorize the City Manager to proceed with the improvement. Any special assessment so made shall, upon confirmation of the assessment by the City Commission, be considered the same as any other special assessment formally made under the City Charter, notwithstanding the omission of any notice or proceeding so waived.

(Ord. 819. Passed 1-5-09. Ord. 847. Passed 10-19-09.)

**232.03 SPECIAL ASSESSMENT DISTRICT PROCEDURES**

- (a) **Resolution on Public Improvement.** The City Commission may, by resolution determine to make an improvement and to defray the whole or any part of the cost of the improvement by special assessment upon the property especially benefited in proportion to the benefits derived or to be derived. By such resolution, the City Commission shall approve the preliminary plans for the improvement, determine the estimated cost thereof, determine what proportion of the cost of the improvement shall be paid by special assessment upon the property especially benefited and what proportion, if any, shall be a general obligation of the City, designate the special assessment district or land and premises upon which special assessments shall be levied and direct the City Assessor to prepare a special assessment roll in accordance with the City Commission's determination and to report the same to the City Commission for conformation. The City Commission may also direct the City Engineer to proceed with the preparation of final plans and specification for the improvement and may authorize the City Engineer to proceed with the advertising and taking of bids in accordance with City purchase requirements.
- (b) **Assessment of Engineering Costs.** In the event that an improvement for which a petition has been filed receive initiatory approval and hearing of necessity approval from the Commission but does not receive final construction approval, any cost incurred in the preparation of preliminary and final plans and specification may be assessed against the parcel of that would have benefited if the improvement had been made. Cost shall be assessed against the aforementioned parcels of land according to the provisions of this Chapter.
- (c) **Setting the Public Hearing.** Upon receipt of a special assessment roll, the Commission shall:
- (1) Order it filed in the office of the City Clerk for public examination,
  - (2) Fix the time and place when it will meet and review the roll and hear all persons interested in the necessity of the improvement,
  - (3) Direct the City Clerk to give notice of the hearing.



lot or tax parcel to be assessed and the bill shall notify the owner of the time of the meeting of the Commission, not sooner than 30 days thereafter, when the Commission will meet for the purpose of adopting a resolution placing a special assessment upon the lot or tax parcel for the charges unless the charges are paid prior to the date of the meeting. The requirement in this subsection for notification of the assessment may be waived in writing to the City Clerk by the property owner.

- (c) Resolution of Special Assessment. At the meeting the Commission shall adopt, a special assessment resolution covering each lot or tax parcel for which charges have not been paid in full. As many lots or tax parcels may be included in a single resolution as shall be convenient. Upon adoption of the resolution, the Commission may authorize installment payments, and if installment payments are authorized, shall determine the number of installments and the rate of interest to be charged, but not to exceed six percent per annum.
- (d) Notice of Resolution. Within seven calendar days after the adoption of the resolution, the Clerk shall give notice of the lot or tax parcel owners. The notice shall be sent by first class mail to the last known addresses of the persons as shown on the assessment records of the city, or by publication. The notice shall state the basis of the assessment, the amount, and shall give a reasonable time, not less than 30 days, within which payment shall be made to the Treasurer.
- (e) Placement of Lien on Tax Roll. In all cases where payment is not made within the time set, the fact shall be reported by the Treasurer to the Assessor, who shall charge the amounts, together with a penalty as allowed by Charter, against the persons or lots or tax parcels chargeable, on the next tax roll. The special assessment resolution shall be treated as a special assessment roll and the adoption of the resolution shall correspond to the confirmation of a special assessment roll.
- (f) Other Provisions Not Applicable. The provisions of the preceding sections of this chapter with reference to special assessments generally and the proceedings necessary before making the improvements, shall not apply to assessments contemplated under this section.

(Ord. 819. Passed 1-5-09. Ord. 990. Passed 4-17-14)

### **232.05 FINANCING AND PAYMENT.**

- (a) Payment in Full. A property owner may pay the full assessment on all special assessment projects in cash and save the interest charges.
- (b) Payment in Full upon Transfer. Special assessment are payable in full upon transfer of title to the property and upon any land division or boundary adjustment.
- (c) Installment Payments. Installments, plus interest not to exceed 6% may be made on any unpaid balance, except as otherwise provided by law. The property owner may make full payment of the balance at any time during the assessment period, plus interest due on the date of such payment.
- (d) Installment Periods. The Installment period for improvements shall be as follows:
  - (1) Water Mains. Not to exceed 10 years.
  - (2) Sanitary Sewers. Not to exceed 10 years
  - (3) Storm Sewers. Not to exceed 10 years.

- (4) Curb and Gutter. Not to exceed 20 years.
- (5) Street. Not to exceed 20 years.
- (6) Alley. Not to exceed 10 years.
- (7) Sidewalks. Not to exceed 20 years.

(Ord. 819. Passed 1-5-09.)

**232.06 ATTACHMENT OF LIEN**

All special assessments contained in any special roll, including any part thereof deferred as to payment, shall, from the date of confirmation of such roll, constitute a lien upon the respective lots or parcels of land assessed and until paid shall be a charge against the respective owners of the lots and parcels of land. Such line shall be of the same character and effect as the lien created for City taxes and shall include accrued interest and penalties. No judgment or decree, nor any act of the City Commission vacation a special assessment, shall destroy or impair the lien of the City upon the premises assessed for such amount of the assessment as may be equitably charged against the same, or as by a regular mode of proceeding might be lawfully assessed thereon.

(Ord. 819. Passed 1-5-09.)

**232.07 COLLECTION OF SPECIAL ASSEMENTS**

- (a) Installments. The special assessment roll shall be transmitted by the Clerk to the Treasurer for collection, immediately after its confirmation. The Treasurer shall divide the assessments into installments, when so ordered by the Commission; provided that, if such division operates to make any installment less than \$10.00, then the Treasurer shall reduce the number of installments so that each installment shall be above and as near \$10.00 as possible.
- (b) Delinquent Assessments. The Treasurer shall be charged with collecting all special assessments. After an assessment or any installment becomes delinquent, the Treasurer may add the entire assessment, with any interest, collection fee or penalty, to the annual tax bill of the City attributable to the lot or premises involved, or may collect it separately by the tax sale procedure.
- (c) Additional Remedies. In addition to any other remedies and without impairing the lien therefore, any delinquent special assessment in its entire amount, together with interest, collection fees and penalties, may be collected in an action at law in the name of the City against the person assessed or liable for the same, in any court having jurisdiction thereof.

(Ord. 819. Passed 1-5-09.)

**232.08 STANDARDS FOR IMPROVEMENTS.**

The Standards and Specifications for improvements made according to this Chapter shall be established by written policy of the City Engineer.

(Ord. 819. Passed 1-5-09.)

The effective date of this Ordinance is the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

BMarentette

I hereby certify the above ordinance amendment was introduced on \_\_\_\_\_, at a regular meeting of the City Commission and was enacted on \_\_\_\_\_, at a regular meeting of the City Commission by a vote of Yes: \_\_\_\_\_ No: \_\_\_\_\_ at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

\_\_\_\_\_  
Jim Carruthers, Mayor

\_\_\_\_\_  
Benjamin C. Marentette, City Clerk

I hereby certify that a notice of adoption of the above ordinance was published in the Traverse City Record Eagle, a daily newspaper published in Traverse City, Michigan, on \_\_\_\_\_.

\_\_\_\_\_  
Benjamin C. Marentette, City Clerk



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF DECEMBER 5, 2016

DATE: DECEMBER 1, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: ORDINANCE AMENDMENT – DEVELOPMENT DISTRICTS  
USE – INTRODUCTION

Attached is a memo from City Planning Director Russell Soyring indicating the Planning Commission's recommendation to amend the Traverse City Code of Ordinances, Development Districts, to allow for additional uses.

The following motion would introduce an amendment to the Code of Ordinances:

**that an amendment to the Traverse City Code of Ordinances, Section 1347.01, Development District amendment to allow small-scale manufacturing or processing uses, which is an additional allowable use, which was recommended by the City Planning Commission, be introduced and scheduled for possible enactment on December 19, 2016.**

MC/bcm

K:\tcclerk\city commission\ordinance amendments\Development District Use\_Intro\_20161128.doc

copy: Russell Soyring, City Planning Director



## City Planning Department

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TO: MARTY COLBURN, CITY MANAGER  
THROUGH: RUSS SOYRING, PLANNING DIRECTOR *RSoyring*  
SUBJECT: DEVELOPMENT DISTRICT USE AMENDMENT RECOMMENDATION  
DATE: November 14, 2016

The Planning Commission received a request to consider allowing a coffee roastery as an allowed use in the Development District and discussed the request at their September 7, 2016 meeting. A coffee roastery is considered manufacturing of beverages and that use is currently only allowed in the Industrial District.

Staff prepared an amendment to the Development District that would allow a coffee roastery use as well as additional smaller scale manufacturing and processing uses in that district. The Planning Commission scheduled the public hearing at their October 4, 2016 meeting and held the public hearing at their November 1, 2016 meeting.

No one made public comment during the hearing.

After holding the public hearing on the topic, the Planning Commission took the following action:

Motion by Vice-Chairperson Koebert, second by Commissioner Weatherholt, that an amendment to the Traverse City Code of Ordinances, Development Districts (D-1, D-2, D-3), Section 1347.01 *Uses Allowed*, regarding allowing manufacturing or processing of various products be recommended for approval to the City Commission.

Motion carried 8-0 (Commissioner Richardson absent.)

Please forward the Planning Commission's recommendation to the City Commission.

RAS/ml

Attachments: Development District amendment

## TRAVERSE CITY CODE OF ORDINANCES

ORDINANCE AMENDMENT NO. \_\_\_\_\_

Effective date: \_\_\_\_\_

TITLE: Development District amendment to allow small-scale manufacturing or processing uses

THE CITY OF TRAVERSE CITY ORDAINS:

That the Development Districts Section 1347.01, *Uses Allowed*, of the Zoning Code of the Traverse City Code of Ordinances, be amended to read in its entirety as follows:

### 1347.01 - Uses allowed.

No use shall be open to the public between the hours of 2:00 a.m. and 6:00 a.m.

The following uses of land and buildings, together with accessory uses, are allowed:

Ironworks (D-1), Depot (D-2) and Red Mill (D-3) areas:

- C-2 uses without drive-throughs;
- Banquet halls or conference rooms;
- Communication establishments;
- Contractors' offices with no outside storage;
- Lodging facilities;
- Markets, public or municipal;
- Manufacturing or processing, no larger than 10,000 square feet, of:
  - (1) Apparel and other finished products made from fabrics and similar materials;
  - (2) Bakery products;
  - (3) Beverages;
  - (4) Canned, frozen and preserved fruits, vegetable and food specialties;
  - (5) Dairy products;
  - (6) Food preparations and kindred products—miscellaneous;
  - (7) Furniture and fixtures;
  - (8) Leather and leather products (finished), except leather tanning and finishing;
  - (9) Measuring, analyzing and controlling instruments, photographic, medical and optical goods, matches and clocks;
- Parking structures, public or private, subject to the following standards:
  - (1) Parking structures shall be designed to have horizontal versus stepped or sloping levels at areas of public view. Ramping shall be concealed from public view to the greatest degree possible.
  - (2) Openings shall not exceed 60 percent of the total wall surface. Openings shall be vertical or square.

- (3) Sloped roofs are not required for parking decks, however:
- a. The upper and lowest level of parking shall incorporate sufficient screening to shield cars from public view.
  - b. Parapet treatment is required to terminate the deck and give proper architectural finish to the structure. Cornices, overhangs and other devices which are consistent with the language of historical buildings may be employed.
- (4) The design of parking decks shall be consistent with the design of historical buildings in the area.
- Stores, retail, no larger than 8,000 square feet per floor per single retailer;
  - Theaters, except outdoor theaters.

The effective date of this Ordinance is the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

I hereby certify the above ordinance amendment was introduced on \_\_\_\_\_, 2016, at a regular meeting of the City Commission and was enacted on \_\_\_\_\_, 2016, at a regular meeting of the City Commission by a vote of Yes: \_\_\_\_ No: \_\_\_\_ at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

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James Carruthers, Mayor

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Benjamin C. Marentette, City Clerk

I hereby certify that a notice of adoption of the above ordinance was published in the Traverse City Record Eagle, a daily newspaper published in Traverse City, Michigan, on \_\_\_\_\_.

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Benjamin C. Marentette, City Clerk



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF DECEMBER 5, 2016

DATE: DECEMBER 1, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: SPECIAL IMPROVEMENT DISTRICT 2016-005 – J&S HAMBURG  
SANITARY SEWER LEAD

Attached is a memo from City Engineer Timothy Lodge requesting that the City Commission establish a single-parcel special assessment for the relocation of the sanitary sewer lead for Northpointe J&S (J&S Hamburg) which became necessary as a result of the Pine Street Pedestrian Bridge project and undergrounding the electrical service in that area. The property owner has agreed to this approach.

City Treasurer/Finance Director William Twietmeyer has indicated that the current rate for a ten-year treasury note is 1.26% and as specified by City Commission policy, an additional 2% is applied, equaling 3.26%. The City Charter states that interest rates may go as high as 6%.

I recommend the following motion (five affirmative votes required):

**that a Resolution Approving Special Improvement District 2016-005, establishing a single-parcel special assessment for Parcel 28-51-706-009, owned by Northpointe J&S LLC (J & S Hamburg), for the relocation of the sanitary sewer lead, be adopted; and further that a budget amendment be made to Special Assessment Fund to increase revenues and expenses in the amount of \$19,800 to reflect the revenues and expenses for this project.**

MC/bcm

k:\tclerk\city commission\special improvement district\Single Parcel SID Approval\_2016005

copy: Cindy Warner, Northpointe J&S, LLC - [cindywarner1@gmail.com](mailto:cindywarner1@gmail.com)  
Timothy Lodge, City Engineer  
Polly Cairns, City Assessor  
William Twietmeyer, City Treasurer/Finance Director

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# Memorandum

The City of Traverse City  
Engineering Department



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TO: Marty Colburn, City Manager

FROM: Timothy J. Lodge, City Engineer *TJ Lodge*

DATE: October 27, 2016

SUBJECT: Single Parcel Assessment for J & S Hamburg Sanitary Sewer Lead  
in conjunction with 2015 Pine Street Pedestrian Bridge and  
Overhead to Underground Conversion Project

As part of the work for the overhead to underground conversion portion of the project we encountered the existing sanitary sewer lead for J & S Hamburg. Working with the property owner we identified alternatives and proceeded to relocate the sewer service as part of the underground work for the project. The property owner agreed to pay \$19,800.00 for this work as required by City Ordinance under the single parcel assessment provisions. Therefore, we are requesting that the Single Parcel Assessment be applied for a five year period as shown on the attached table from the City Treasurer.

Amortization Table  
Special Assessment: J&S LLC NORTHPOINT J&S. Year Started: 2017  
Info for 28-51-706-009-00, Declining Balance Method  
Current Principal: 19,800.00, APR Interest: 3.2600000

Period	Payment	Toward Interest	Toward Principal	Outstanding
2017	3,960.00	0.00	3,960.00	15,840.00
2018	4,476.38	516.38	3,960.00	11,880.00
2019	4,347.29	387.29	3,960.00	7,920.00
2020	4,218.19	258.19	3,960.00	3,960.00
2021	4,089.10	129.10	3,960.00	0.00
	21,090.96	1,290.96	19,800.00	

\*\* THIS AMORTIZATION TABLE DISPLAYS A SCHEDULE OF PAYMENTS BASED ON THE NUMBER OF YEARS,  
\*\* STARTING YEAR, AND INTEREST RATE OF SPECIAL ASSESSMENT DISTRICT J&S LLC (NORTHPOINT J&S).  
\*\* IT DOES NOT TAKE INTO CONSIDERATION PAYOFFS OR ADVANCE PAYMENTS



**Resolution Approving Special Improvement District 2016-005**

Because, the property owner hereinafter named, owning the property set forth opposite their name, to wit:

<u>Parcel #</u>	<u>Owner</u>	<u>Address</u>
28-51-706-009-00	Northpointe J&S LLC	302 West Front Street

Has requested the relocation of the sanitary sewer lead to be accomplished through a Special Improvement District to be known as SID 2016-005.

Resolved, that Special Improvement Roll 2016-006 for defraying the cost and expense to relocate the sanitary sewer lead, with the property owner repaying the City for the entirety of the cost of the work; be it further,

Resolved, that the sum of \$19,800 be and the same is adopted and confirmed and the City Clerk is directed to endorse upon such roll the date of its confirmation and to file such in the Office of the City Treasurer; be it, further

Resolved, that the Special Assessment contained in such roll is ordered to be collected in the same manner provided by the Charter of the City of Traverse City and the statutes of the State of Michigan, and the City Clerk is hereby authorized to attach his warrant to a certified copy of the special assessment roll commanding the City Treasurer to collect from each of the persons assessed in such roll the amounts of money assessed to and set forth opposite his name therein; be it, further

Resolved, that the amount of such special assessment roll be divided into five annual installments with an interest rate of 3.26% per annum or at a rate of interest borne by bonds that shall be due and payable August 31, 2017, after the due date of the first installment; be it, further

Resolved, that the whole assessment may be paid to the City Treasurer at any time in full, with the proportionate interest rate thereon.

I certify that the above Resolution was adopted by the City Commission for the City of Traverse City at its regular meeting of December 5, 2016, in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin Marentette, MMC, City Clerk



The City of Traverse City

## Communication to the City Commission

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FOR THE CITY COMMISSION MEETING OF DECEMBER 5, 2016

DATE: DECEMBER 1, 2016

FROM: MARTY <sup>mac</sup> COLBURN, CITY MANAGER

SUBJECT: EMERGENCY REPAIR OF WATER MAIN BREAK

Attached are memos from Dave Green, DPS Director, and Robert Zywicki, Chief Water/Wastewater Operator requesting a confirming service order to Elmers for emergency repair of a water main break in front of 1201 East Front Street that occurred on October 19, 2016 and was repaired on October 20, 2016.

I recommend the following motion (5 affirmative votes required):

**that the City Manager be authorized to issue a confirming service order to Elmer's Crane & Dozer, Inc. in the amount of \$10,048.00, for the emergency repair of a water main shear break in front of 1201 East Front Street, with funds available in the Water Fund.**

MC/jd

cc: Robert Zywicki, Chief Water/Wastewater Operator  
Justin Roy, Water/Sewer Maintenance Department Superintendent  
Dave Green, DPS Director

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# Memorandum

The City of Traverse City  
Department of Public Services



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TO: Marty Colburn, City Manager  
FROM: Dave Green, DPS Director *DZ*  
DATE: November 28, 2016  
SUBJECT: 2016 Water Main Break Emergency Repair Invoice

Attached is a memorandum from Justin Roy, Water/Sewer Maintenance Department Superintendent, explaining in detail the circumstances surrounding a water main break that occurred in our system last October 19, 2016 in front of 1201 East Front Street. As Justin points out this work was under a State Highway and required large equipment and extensive traffic control to repair which we don't have in our arsenal. Therefore, I concur with Justin's request.

Please request City Commission approval for a Confirming Service Order to be issued to Elmer's Crane & Dozer, Inc. in an amount of \$10,048.00 for the emergency repair of a water main shear break with required funds available in the Water Fund.



**CITY OF TRAVERSE CITY  
WATER/WASTEWATER MAINTENANCE**

**TO:** DAVE GREEN, DPS DIRECTOR  
**FROM:** ROBERT ZYWICKI, CHIEF WATER/ WASTEWATER OPERATOR *RZ*  
**SUBJECT:** 1201 E FRONT ST WATER MAIN BREAK  
**DATE:** 11/22/16  
**CC:** JUSTIN ROY, WATER/WASTEWATER MAINTENANCE SUPERINTENDENT

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On Wednesday, 10/19/16 at 10:30 pm, our crew reported to 1201 E. Front St. to perform a scheduled cut and cap of the water service. The work was completed and the crew was off scene at 1:00 am (10/20/16). After returning home, I received a call from Rob Allard at 3:00 am. Rob had continued to work on Miss Digs in the area after the completion of the cut and cap. He stated that he believed we had a water main break in the highway in front of 1201 E. Front St. I arrived back on scene at 3:30 am.

After assessing the situation, I determined that the scope of this repair was beyond the capabilities of our crew and equipment. It was evident that the repair was going to require a large excavator, along with significant traffic control. At this point, I made the decision to call Elmer's for the repair.

Elmer's agreed to expedite a crew to the location. A crew from Elmer's arrived on scene at approximately 7:30 am. East Front St. traffic was reduced to one lane for both East and West- bound traffic, and the necessary repair work began. The repair was complete, and water was restored to affected customers by 11:30 am on 10/20/16.

Please contact Robert Zywicki (231-922-4923) for any questions or further information.

RZ/kr



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF DECEMBER 5, 2016

DATE: DECEMBER 1, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: 2017 SEASONAL MARINA RATES

Attached is a memo from Director of Public Services Dave Green regarding the proposed 2017 marina rates, the Boardman River dockage seasonal rates as well as the transient boater rates.

As explained by Mr. Green, due to the fact that Duncan L. Clinch Marina was partially funded with a State Waterways Commission Grant, the State of Michigan establishes a range of docking rates from which we are allowed to choose as it relates to the marina. The State Waterways Commission did not increase the allowed seasonal rates over the 2016 level. The recommended seasonal rates for 2017 would remain the same and are the maximum allowed by the State Waterways Commission.

As explained in the attached memo from Mr. Green, he recommends the Boardman River Seasonal Dockage Rates, the Transient Boater Rates, and the Duncan L. Clinch Marina Launching Permit and Sewage Pump Out Fees remain the same.

As a way to possibly generate more income, Mr. Green also recommends offering a discounted rate of fifty per cent (50%) of the daily Transient rate for slips reserved during the off season. These reservations would be from when the Marina opens through Memorial Day, and from Labor Day until the Marina closes for the season.

I recommend the following motion:

**that the following Resolutions be adopted and added to the Directory of Charges: the Resolution Establishing Fees for Duncan L. Clinch Marina Launching Permit and Sewage Pump Out Fees 2017; the Resolution Establishing Fees for Duncan L Clinch Marina Transient Rates 2017; and the**

**Resolution Establishing Fees for Boardman River Dockage Seasonal Rates  
2017.**

MC/kem

copy Dave Green, Department of Public Services Director

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# Memorandum

The City of Traverse City  
Department of Public Services



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TO: Martin Colburn, City Manager

FROM: Dave Green, DPS Director 

DATE: November 23, 2016

SUBJECT: 2017 Annual Marina Rates

Because Duncan Clinch Marina was built with a State Waterways Commission Grant, the State establishes a range of docking rates from which communities are allowed to choose depending on the amenities and local demand at any particular marina for both seasonal and transient boaters.

In the case of the Seasonal Boater Rates, we have been using the highest rate available for some time now. (Rate 1 on attached table) I recommend that we continue to use the maximum rate allowed for the upcoming season. The State also determines whether these rates increase, if any, from year to year. This year they determined that the seasonal rates for the 2017 boating season remain at last year's level and I recommend we follow suit and keep our rates the same.

For some time now we have been balancing our seasonal and transient boaters close to even as to slip availability. In other words, we have 60 seasonal slips available and 59 transient slips available. We are reaching out the Michigan State Waterways Commission to understand the process we need to follow in order to increase the number of seasonal slips from 60 to 72 or a 10% increase. Although it is too late to request their permission for next year we want to be in a place this time next year to do so if we feel it is the right thing to do both financially as well as operationally.

As for the Transient Boater Rates, the State establishes a range of docking rates (A thru F) from which communities are allowed to choose depending on the amenities and local demand at any particular marina for transient boaters. Last year the City Commission approved staff's recommendation to use the rates as listed under range E. This year, as was the case for the seasonal rates, the State has determined to leave those values, or transient rates, the same as last year's rates and we recommend doing the same with our rate schedule and that we continue to keep the rates as listed under range E.

As a way to potentially produce more income we are recommending that we offer a discounted rate of one half the daily E rate for slips reserved during the off peak or shoulder seasons. Typically they would be from when the Marina opens until Memorial Day and then after Labor Day until we close in mid-October. Many local marinas offer these rates and we feel some of our customers leave our marina because of the "deals".

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# Memorandum

The City of Traverse City  
Department of Public Services



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Boardman River slip fees are established by the City, and this year I recommend we also keep these at last year's rate. Remember, the slip holders on the river don't receive the amenities that our marina slip holders get such as water, cable, parking, etc. therefore if the rates at the marina stay the same it is only fair to keep those on the river the same. I recommend no change to boat launch and sewage pump out fees this year as well.

Please submit the attached resolutions containing the 2017 seasonal slip rates; 2017 transient slip rates; Boardman River slip rates; sewage pump out fees; and boat launch rates to the City Commission for approval.

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## City of Traverse City Memorandum

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**To:** Dave Green, DPS Director  
**From:** Barry Smith, Dockmaster <sup>BAS</sup>  
**Re:** 2017 Clinch Marina Rates  
**Date:** November 21, 2016

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Seasonal and transient rate structures are established by the Michigan State Waterways Commission for all Grant-in-Aid Marinas, which includes Duncan L. Clinch Marina. The rates for 2017 will remain the same as the 2016 rates.

Clinch Marina is currently at the highest seasonal rate. In 2015 the transient rates were increased significantly to rate structure E. (See attached rate structures).

I recommend that the rates for 2017 remain the same as the 2016 rates which also includes the Boardman River Seasonal rates, the boat launch and sewage pump out fees. (See attached 2016 fees).

I would also recommend half price transient rates during the shoulder (off-peak) seasons; May 15 to May 25 and September 5 to October 19. Clinch Marina may be losing business to marinas that discount their transient rates during these seasons.

2017 Transient Rates

Michigan State Waterways Commission

Slip Length	A	B	C	D	E	F
25	\$19	\$22	\$30	\$32	\$40	\$51
26	\$20	\$23	\$31	\$34	\$42	\$53
27	\$20	\$24	\$33	\$35	\$43	\$55
28	\$21	\$25	\$34	\$36	\$45	\$57
29	\$22	\$26	\$35	\$37	\$46	\$59
<b>30</b>	<b>\$23</b>	<b>\$26</b>	<b>\$37</b>	<b>\$39</b>	<b>\$48</b>	<b>\$62</b>
31	\$23	\$27	\$38	\$41	\$50	\$64
32	\$24	\$28	\$40	\$42	\$51	\$66
33	\$25	\$29	\$41	\$43	\$53	\$68
34	\$26	\$30	\$42	\$45	\$54	\$70
<b>35</b>	\$26	<b>\$31</b>	<b>\$43</b>	<b>\$46</b>	<b>\$56</b>	<b>\$72</b>
36	\$27	\$32	\$45	\$50	\$58	\$74
37	\$28	\$33	\$46	\$51	\$59	\$76
<b>38</b>	<b>\$29</b>	<b>\$33</b>	<b>\$47</b>	<b>\$52</b>	<b>\$61</b>	<b>\$78</b>
39	\$29	\$34	\$51	\$58	\$62	\$80
40	\$30	\$35	\$53	\$59	\$64	\$82
41	\$31	\$36	\$54	\$61	\$66	\$84
42	\$32	\$37	\$55	\$62	\$67	\$86
43	\$32	\$38	\$57	\$64	\$69	\$88
44	\$33	\$39	\$58	\$65	\$70	\$90
<b>45</b>	<b>\$34</b>	<b>\$40</b>	<b>\$60</b>	<b>\$67</b>	<b>\$72</b>	<b>\$92</b>
46	\$35	\$40	\$63	\$68	\$74	\$94
47	\$35	\$41	\$64	\$70	\$75	\$96
48	\$36	\$42	\$65	\$71	\$77	\$98
49	\$37	\$43	\$67	\$73	\$78	\$100
50	\$38	\$44	\$68	\$74	\$80	\$103
51	\$38	\$45	\$69	\$75	\$82	\$105
52	\$39	\$46	\$71	\$77	\$83	\$107
53	\$40	\$47	\$72	\$78	\$85	\$109
54	\$41	\$48	\$73	\$80	\$86	\$111
55	\$41	\$48	\$75	\$81	\$88	\$113
56	\$42	\$49	\$76	\$83	\$90	\$115
57	\$43	\$50	\$78	\$84	\$91	\$117
58	\$44	\$51	\$79	\$86	\$93	\$119
59	\$44	\$52	\$80	\$87	\$94	\$121
<b>60</b>	<b>\$46</b>	<b>\$53</b>	<b>\$82</b>	<b>\$89</b>	<b>\$96</b>	<b>\$123</b>
61	\$47	\$54	\$83	\$90	\$98	\$125
62	\$48	\$55	\$84	\$92	\$99	\$127
63	\$49	\$55	\$86	\$93	\$101	\$129
64	\$49	\$56	\$87	\$95	\$102	\$131
65	\$50	\$57	\$88	\$96	\$104	\$133
66	\$51	\$58	\$90	\$98	\$106	\$135
67	\$52	\$59	\$91	\$99	\$107	\$137
68	\$52	\$60	\$92	\$101	\$109	\$139
69	\$53	\$61	\$94	\$102	\$110	\$141
70	\$54	\$62	\$95	\$104	\$112	\$144
71	\$55	\$62	\$97	\$105	\$114	\$146
72	\$55	\$63	\$98	\$107	\$115	\$148
73	\$56	\$64	\$99	\$108	\$117	\$150
74	\$57	\$65	\$101	\$110	\$118	\$152

2017 Seasonal Rates

Michigan State Waterways Commission

Slip Length	2017 Rate 1	2017 Rate 2	2017 Rate 3	2017 Rate 4	2017 Rate 5	2017 Rate 6	2017 Rate 7	2017 Rate 8	2017 Rate 9	2017 Rate 10
20	\$2,120	\$1,720	\$1,620	\$1,420	\$1,160	\$1,020	\$960	\$880	\$760	\$700
21	\$2,226	\$1,806	\$1,701	\$1,491	\$1,218	\$1,071	\$1,008	\$924	\$798	\$735
22	\$2,332	\$1,892	\$1,782	\$1,562	\$1,276	\$1,122	\$1,056	\$968	\$836	\$770
23	\$2,438	\$1,978	\$1,863	\$1,633	\$1,334	\$1,173	\$1,104	\$1,012	\$874	\$805
24	\$2,544	\$2,064	\$1,944	\$1,704	\$1,392	\$1,224	\$1,152	\$1,056	\$912	\$840
25	\$2,650	\$2,150	\$2,025	\$1,775	\$1,450	\$1,275	\$1,200	\$1,100	\$950	\$875
26	\$2,756	\$2,236	\$2,106	\$1,846	\$1,508	\$1,326	\$1,248	\$1,144	\$988	\$910
27	\$2,862	\$2,322	\$2,187	\$1,917	\$1,566	\$1,377	\$1,296	\$1,188	\$1,026	\$945
28	\$2,968	\$2,408	\$2,268	\$1,988	\$1,624	\$1,428	\$1,344	\$1,232	\$1,064	\$980
29	\$3,074	\$2,494	\$2,349	\$2,059	\$1,682	\$1,479	\$1,392	\$1,276	\$1,102	\$1,015
30	<b>\$3,180</b>	<b>\$2,580</b>	<b>\$2,430</b>	<b>\$2,130</b>	<b>\$1,740</b>	<b>\$1,530</b>	<b>\$1,440</b>	<b>\$1,350</b>	<b>\$1,140</b>	<b>\$1,080</b>
31	\$3,286	\$2,697	\$2,511	\$2,232	\$1,829	\$1,581	\$1,457	\$1,395	\$1,178	\$1,116
32	\$3,392	\$2,784	\$2,592	\$2,336	\$1,888	\$1,632	\$1,504	\$1,440	\$1,216	\$1,152
33	\$3,498	\$2,871	\$2,673	\$2,409	\$1,947	\$1,683	\$1,584	\$1,485	\$1,254	\$1,188
34	\$3,604	\$2,958	\$2,754	\$2,516	\$2,006	\$1,734	\$1,632	\$1,530	\$1,292	\$1,224
35	<b>\$3,710</b>	<b>\$3,080</b>	<b>\$2,835</b>	<b>\$2,590</b>	<b>\$2,065</b>	<b>\$1,785</b>	<b>\$1,680</b>	<b>\$1,610</b>	<b>\$1,330</b>	<b>\$1,260</b>
36	\$3,888	\$3,240	\$2,952	\$2,736	\$2,124	\$1,872	\$1,728	\$1,656	\$1,368	\$1,296
37	\$3,996	\$3,330	\$3,034	\$2,849	\$2,183	\$1,924	\$1,813	\$1,702	\$1,406	\$1,332
38	<b>\$4,104</b>	<b>\$3,420</b>	<b>\$3,154</b>	<b>\$2,964</b>	<b>\$2,242</b>	<b>\$2,014</b>	<b>\$1,862</b>	<b>\$1,786</b>	<b>\$1,444</b>	<b>\$1,368</b>
39	\$4,251	\$3,588	\$3,276	\$3,081	\$2,340	\$2,106	\$1,950	\$1,833	\$1,482	\$1,404
40	\$4,360	\$3,680	\$3,400	\$3,200	\$2,400	\$2,200	\$2,000	\$1,920	\$1,520	\$1,440
41	\$4,469	\$3,772	\$3,485	\$3,321	\$2,460	\$2,296	\$2,091	\$2,009	\$1,558	\$1,476
42	<b>\$4,578</b>	<b>\$3,864</b>	<b>\$3,570</b>	<b>\$3,444</b>	<b>\$2,520</b>	<b>\$2,394</b>	<b>\$2,184</b>	<b>\$2,100</b>	<b>\$1,596</b>	<b>\$1,512</b>
43	\$4,687	\$4,042	\$3,698	\$3,569	\$2,623	\$2,494	\$2,279	\$2,150	\$1,634	\$1,548
44	\$4,796	\$4,136	\$3,828	\$3,652	\$2,728	\$2,552	\$2,376	\$2,244	\$1,672	\$1,584
45	<b>\$4,905</b>	<b>\$4,275</b>	<b>\$3,960</b>	<b>\$3,735</b>	<b>\$2,835</b>	<b>\$2,655</b>	<b>\$2,430</b>	<b>\$2,295</b>	<b>\$1,710</b>	<b>\$1,620</b>
46	\$5,014	\$4,416	\$4,094	\$3,864	\$2,944	\$2,714	\$2,484	\$2,392	\$1,748	\$1,656
47	\$5,123	\$4,559	\$4,183	\$3,948	\$3,055	\$2,820	\$2,538	\$2,444	\$1,786	\$1,692
48	\$5,232	\$4,704	\$4,320	\$4,080	\$3,120	\$2,880	\$2,592	\$2,496	\$1,824	\$1,728
49	\$5,341	\$4,802	\$4,410	\$4,214	\$3,185	\$2,940	\$2,646	\$2,548	\$1,862	\$1,813
50	\$5,450	\$4,900	\$4,500	\$4,300	\$3,250	\$3,000	\$2,700	\$2,600	\$1,900	\$1,850
51	\$5,559	\$5,049	\$4,590	\$4,386	\$3,315	\$3,060	\$2,754	\$2,652	\$1,938	\$1,887
52	\$5,668	\$5,200	\$4,732	\$4,472	\$3,380	\$3,172	\$2,808	\$2,704	\$1,976	\$1,976
53	\$5,777	\$5,300	\$4,823	\$4,558	\$3,445	\$3,233	\$2,862	\$2,756	\$2,014	\$2,014
54	\$5,886	\$5,454	\$4,914	\$4,644	\$3,510	\$3,294	\$2,916	\$2,808	\$2,052	\$2,106
55	<b>\$6,050</b>	<b>\$5,555</b>	<b>\$5,005</b>	<b>\$4,730</b>	<b>\$3,575</b>	<b>\$3,355</b>	<b>\$2,970</b>	<b>\$2,860</b>	<b>\$2,090</b>	<b>\$2,145</b>
56	\$6,160	\$5,656	\$5,152	\$4,816	\$3,640	\$3,416	\$3,080	\$2,912	\$2,184	\$2,184
57	\$6,270	\$5,757	\$5,244	\$4,902	\$3,705	\$3,477	\$3,135	\$2,964	\$2,280	\$2,223
58	\$6,380	\$5,858	\$5,336	\$4,988	\$3,770	\$3,538	\$3,190	\$3,016	\$2,378	\$2,262
59	\$6,490	\$5,959	\$5,428	\$5,074	\$3,835	\$3,599	\$3,245	\$3,068	\$2,478	\$2,301
60	<b>\$6,600</b>	<b>\$6,120</b>	<b>\$5,520</b>	<b>\$5,160</b>	<b>\$3,900</b>	<b>\$3,660</b>	<b>\$3,300</b>	<b>\$3,120</b>	<b>\$2,520</b>	<b>\$2,340</b>
Over 60 ft	\$110 per ft	\$102 per ft	\$92 per ft	86 per ft	65 per ft.	\$61	\$55 per ft	\$52 per ft	\$42 per ft	\$39 per ft.



**RESOLUTION ESTABLISHING FEES  
FOR  
DUNCAN L. CLINCH MARINA  
LAUNCHING PERMIT AND SEWAGE PUMP OUT FEES  
2017**

Because, the City of Traverse City must continually maintain the Duncan L. Clinch Marina launch ramp, and sewage pump out station which requires hours of staff time and funds; and

Because, the Commission believes that it is important that the actual costs associated with this service are not subsidized by the general taxpayer; now, therefore, be it,

**RESOLVED**, the fees for the launching permit fees be established as follows:

**CITY OF TRAVERSE CITY  
LAUNCHING PERMIT FEES  
FOR 2017**

Launch Fee Daily	\$ 6.00
Launch Fee Seasonal	\$45.00
Commercial Vendors Seasonal	\$90.00
Commercial Daily	\$12.00 per boat

Senior citizens' rates are one-half of the above rates for seasonal permits only (\$20.00). For these special rates, the purchaser must be at least 60 years of age. Seniors must be prepared to show proof of age.

Launching permits must be placed on the top of the boat trailer tongue; and now therefore be it

**RESOLVED**, the fees for sewage pump out for the 2017 boat season shall be established as follows:

**CITY OF TRAVERSE CITY  
SEWAGE PUMP OUT FEES  
FOR 2017**

Holding Tank less than 30 gallons	\$ 6.00
Holding Tank greater than 30 gallons	\$12.00

I hereby certify that the above Resolution was adopted by the City Commission of the City of Traverse City at its regular meeting held on December 5, 2016, in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.



**RESOLUTION ESTABLISHING FEES  
FOR  
DUNCAN L. CLINCH MARINA  
TRANSIENT RATES 2017**

Because, the Department of Natural Resources, State Waterways Division has set the 2017 transient rates; and

Because, the City of Traverse City abides by these rates set by the State Waterways Commission for state-assisted mooring facilities; and

Because, the fees represent the charge that must be levied for transient moorage at municipal marinas, per the Department of Natural Resources State Waterways Division; now, therefore, be it,

**RESOLVED**, that the City Commission approves of the 50% discount during the off season, specifically from when the Marina opens through Memorial Day, and from Labor Day until the Marina closes; now, therefore, be it further

**RESOLVED**, the City Commission of the City of Traverse City does hereby establish the following transient boat slip rates for the 2017 season at Duncan L. Clinch Marina in accordance with the Department of Natural Resources State Waterways Division:

**CITY OF TRAVERSE CITY  
2017 TRANSIENT SLIP RATE SCHEDULE**

<u>Slip Length</u>	<u>2017 Fee</u>
25 Feet and Under	\$40.00
26 Feet	\$42.00
27 Feet	\$43.00
28 Feet	\$45.00
29 Feet	\$46.00
30 Feet	\$48.00
31 Feet	\$50.00
32 Feet	\$51.00
33 Feet	\$53.00
34 Feet	\$54.00
35 Feet	\$56.00
36 Feet	\$58.00
37 Feet	\$59.00
38 Feet	\$61.00
39 Feet	\$62.00
40 Feet	\$64.00

(Resolution on Transient Fees for Marina)

<u>Slip Length</u>	<u>2017 Fee</u>
41 Feet	\$66.00
42 Feet	\$67.00
43 Feet	\$69.00
44 Feet	\$70.00
45 Feet	\$72.00
46 Feet	\$74.00
47 Feet	\$75.00
48 Feet	\$77.00
49 Feet	\$78.00
50 Feet	\$80.00
51 Feet	\$82.00
52 Feet	\$83.00
53 Feet	\$85.00
54 Feet	\$86.00
55 Feet	\$88.00
56 Feet	\$90.00
57 Feet	\$91.00
58 Feet	\$93.00
59 Feet	\$94.00
60 Feet	\$96.00
61 Feet	\$98.00
62 Feet	\$99.00
63 Feet	\$101.00
64 Feet	\$102.00
65 Feet	\$104.00
66 Feet	\$106.00
67 Feet	\$107.00
68 Feet	\$109.00
69 Feet	\$110.00
70 Feet	\$112.00
71 Feet	\$114.00
72 Feet	\$115.00
73 Feet	\$117.00
74 Feet	\$118.00
75 Feet or more	\$1.60/ft

I hereby certify that the above Resolution was adopted by the City Commission of the City of Traverse City at its regular meeting held on December 5, 2016, in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

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Benjamin C. Marentette, MMC, City Clerk



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**RESOLUTION ESTABLISHING FEES  
FOR  
BOARDMAN RIVER DOCKAGE  
SEASONAL RATES  
2017**

Because, services are provided for the rental of boat slips at the Boardman River that require expenditures of time and materials; and

Because, the City Commission believes that it is important that the actual costs associated with this service are not subsidized by the general taxpayer; now, therefore, be it,

**RESOLVED**, the fees for the City of Traverse City Boardman River seasonal slips be established as follows:

**CITY OF TRAVERSE CITY BOARDMAN RIVER  
2017-SEASONAL SLIP RATE SCHEDULE**

20 Feet and under	\$767.00
20'1" - 21'0"	\$796.00
21'1" - 22'0"	\$823.00
22'1" - 23'0"	\$851.00
23'1" - 24'0"	\$898.00
24'1" - 25'0"	\$935.00
25'1" - 26'0"	\$964.00
26'1" - 27'0"	\$990.00
27'1" - 28'0"	\$1,019.00

I hereby certify that the above Resolution was adopted by the City Commission of the City of Traverse City at its regular meeting held on December 5, 2016, in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

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Benjamin C. Marentette, MMC, City Clerk



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF DECEMBER 5, 2016

DATE: DECEMBER 1, 2016

FROM: <sup>mac</sup> MARTY COLBURN, CITY MANAGER

SUBJECT: CLINCH PARK AND HICKORY HILLS FOOD CONCESSION AGREEMENT

Attached is a memo from Director of Public Services Dave Green recommending the City Commission authorize a three-year contract for food concessions at Hickory Hills and Clinch Park with Jeff Bensley. As explained by Mr. Green, the City terminated the contract with the prior vendor; and the revenue to the City each year by contracting with Mr. Bensley will only be \$83.33 per year less.

I recommend the following motion (5 affirmative votes required):

**that the Mayor and City Clerk execute a three-year agreement with Jeff Bensley for food concessions at Hickory Hills for the 2016/2017, 2017/2018 and 2018/2019, winter seasons with the City to receive \$2,500, \$2,750 and \$2,750 for each respective season and for food concessions at Clinch Park for the 2017, 2018 and 2019 summer seasons, with the City to receive \$21,500, \$21,750 and \$22,000 for each respective season; and that the Mayor and City Clerk be authorized to execute an amendment extending the contract for one additional season at the final rate, such agreement and amendment subject to approval as to its substance by the City Manager and its form by the City Attorney.**

MC/bcm

K:\tcclerk\city commission\agreements\food concession clinch park hickory hills

Copy: Dave Green, Director of Public Services  
Derek Melville, Parks and Recreation Superintendent

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# Memorandum

The City of Traverse City  
Department of Public Services



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TO: Martin Colburn, City Manager  
FROM: Dave Green, DPS Director   
DATE: November 28, 2016  
SUBJECT: Clinch Park /Hickory Hills Food Concession Agreement

Attached is a memorandum from Parks and Recreation Superintendent Derek Melville explaining that our current vendor for food services at Clinch Park and Hickory Hills, Edany/BLT, has defaulted and can no longer honor the agreement commitments. Because of the time involved in a rebid situation and the need to have concessions available for Hickory Hills in a few weeks (weather permitting) Derek is recommending we enter into an agreement with our second choice when we first opened bids in 2015, Jeff Bensley, to now provide the service.

Mr. Bensley has been operating the equipment rental venue at Clinch Park for us with good relationships and results and we feel that environment will transfer over to the food vending operation as well.

Also, Mr. Bensley's original bid differed from Edany/BLT by only \$83.33 per year meaning the difference in the amount owed the City will be negligible.

Jeff Bensley	Clinch Park	Year 1: \$21,500.00
		Year 2: \$21,750.00
		Year 3: \$22,000.00
	Hickory Hills	Year 1: \$2,500.00
		Year 2: \$2,750.00
		<u>Year 3: \$2,750.00</u>

3 year average: \$24,416.67

I concur with Mr. Melville's recommendation therefore please request that the City Commission approve a three year Clinch Park/Hickory Hills Concession Agreement with Jeff Bensley to provide food services at both venues with the option of renewing for one year if both parties are in agreement.

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# Memorandum

The City of Traverse City



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TO: Dave Green, Director of Public Services  
FROM: Derek Melville, Parks & Recreation Superintendent *Derek Melville*  
DATE: November 28, 2016  
SUBJECT: *Clinch Park/Hickory Hills Food Concession Agreement*

As a result of the current Clinch Park & Hickory Hills food concession operator defaulting on the agreement I am recommending that we move forward with the selection of a new vendor for food concessions.

When the original RFP process was executed in the fall of 2015, Jeff Bensley submitted bids for both the food concessions at Clinch Park and Hickory Hills and also the rental concession at Clinch Park. Jeff was awarded the rental concessions and he operated TC Paddle at Clinch Park this season. When we learned that our food vendor was not current with his cleaning responsibilities and payment to the city, Jeff Bensley was contacted to determine if he was still interested in the food concessions.

Jeff Bensley has indicated that he is indeed interested in the food concessions and willing to stand behind his original bid (see below).

Jeff Bensley	Clinch Park	Year 1: \$21,500
	Clinch Park	Year 2: \$21,750
	Clinch Park	Year 3: \$22,000
	Hickory Hills	Year 1: \$2,500
	Hickory Hills	Year 2: \$2,750
	Hickory Hills	Year 3: \$2,750
		3 Year Average: \$24, 416.67

Please request that the City Commission approve a three year Clinch Park/Hickory Concession Agreement with Jeff Bensley to provide food services at both venues with the option of renewing for one year if both parties are in agreement. Allowing for a one year extension of the agreement will keep the re-bid process for both food and equipment vendors on the same timeline.



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF DECEMBER 5, 2016

DATE: DECEMBER 1, 2016

FROM: <sup>mac</sup> MARTY COLBURN, CITY MANAGER

SUBJECT: NORTHERN MICHIGAN MUTUAL AID RECIPROCAL LAW  
ENFORCEMENT AGREEMENT

Attached is a memo from Police Chief Jeffrey O'Brien recommending the City Commission authorize the reciprocal law enforcement agreement. This agreement provides for the City to receive as well as give law enforcement assistance to jurisdictions in northern Michigan.

I recommend the following motion (5 affirmative votes required):

**that the Mayor and City Clerk execute the Northern Michigan Mutual Aid Reciprocal Law Enforcement Agreement, subject to approval as to its substance by the City Manager and its form by the City Attorney.**

MC/bcm

K:\tcclerk\city commission\agreements\law enforcement reciprocal

copy: Jeff O'Brien, Police Chief

**TRAVERSE CITY POLICE DEPARTMENT**

**OFFICE MEMORANDUM**

**TO:** Martin Colburn, City Manager  
**FROM:** Jeffrey O'Brien, Chief of Police *JOB*  
**SUBJECT:** Northern Michigan Mutual Aid  
Reciprocal Law Enforcement Agreement  
**DATE:** November 30, 2016

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After review of the attached Northern Michigan Mutual Aid Reciprocal Law Enforcement Agreement both the City Attorney and the City Clerk agree it is in order and acceptable for the appropriate City signatures.

Based on this, we respectfully request the Mayor and the City Clerk be authorized to sign the Reciprocal Law Enforcement Agreement for the City of Traverse City.

If you have any questions, or need any further information, please call me.

Please place this item on the City Commission agenda for the meeting scheduled on Monday, December 05, 2016.

JJO/ldg

cc: 203  
210  
File

MKW\ldg\ERT\N.Michigan Mutual Aid.Memo.Colburn.2016

*Attachment on  
file w/ City  
Clerk's office*



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF DECEMBER 5, 2016

DATE: DECEMBER 1, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: 2016 LOT D BOAT LAUNCH AND PARKING PROJECT – WALL STABILIZATION

Attached is a memo from City Engineer Timothy Lodge requesting a confirming change order to the above contract with Elmer's Crane and Dozer. The confirming change order would provide authorization to pay the contractor for permanent stabilization of the sheet pile wall as a result of dredging for the boat launch.

I recommend the following motion (5 affirmative votes required):

**that the Mayor and City Clerk execute a confirming change order in the amount of \$22,930, with Elmer's Crane and Dozer for the 2016 Lot D Boat Launch and Parking Project contract (originally authorized October 3, 2016), for a helical tie back system for sheet pile wall stabilization, such change order subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the Capital Projects Fund.**

MC/bcm

K:\tcclerk\city commission\agreements\lot d boat launch change order wall stabilization

Copy: Timothy Lodge, City Engineer

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# Memorandum

The City of Traverse City  
Engineering Department



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TO: Marty Colburn, City Manager

FROM: Timothy J. Lodge, City Engineer *Hodge*

DATE: November 30, 2016

SUBJECT: 2016 Lot D Boat Launch and Parking Project  
Contract Changes for Helical Tie Back System

During the work, the existing sheet pile wall became unstable due to mandated dredging on the north side of the boat launch. The top of the wall had moved in an overturning fashion between 2" and 6". Elmer's, the Contractor for the project, backfilled the dredged area to temporarily stabilize the wall and evaluate the wall failure. Upon further investigation it was determined that a helical tie back system was necessary to permanently stabilize the wall so that construction of the improvements to the boat launch could continue.

We received pricing from Elmer's to provide the helical tie back system. The pricing was reviewed and compared to other methods to provide the necessary repair. We directed Elmer's to proceed so that the wall could be stabilized as soon as possible. Therefore we are requesting authorization of a confirming change order to add the helical tie back system to the contract. This will increase the contract amount by \$22,930.



The City of Traverse City

## Communication to the City Commission

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FOR THE CITY COMMISSION MEETING OF DECEMBER 5, 2016

DATE: DECEMBER 1, 2016

FROM: <sup>MC</sup>MARTY COLBURN, CITY MANAGER

SUBJECT: VACANCY ON THE CITY COMMISSION

Attached is a memo from City Clerk Benjamin Marentette in connection with the vacancy on the City Commission. As explained by the City Clerk, this agenda item serves as a placeholder to discuss the process in the event more than six applications for the vacancy are received by the City Clerk by the deadline, which is Friday, December 2, at 5 p.m.

MC/bcm

k:\tcclerk\city commission\city commission vacancy 2016

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# Memorandum

The City of Traverse City



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TO: Marty Colburn, City Manager

COPY:

FROM: Benjamin Marentette, City Clerk *BM*

DATE: Wednesday, November 30, 2016

SUBJECT: APPLICATIONS – FOR CITY COMMISSION VACANCY

The applications for the vacancy on the City Commission created by the resignation of Ross Richardson must be received by my office by 5 p.m. on Friday, December 2. Attached is the media release recruiting volunteers. Additionally, we placed paid advertisements with the Record-Eagle and Traverse City Ticker with content similar to the press release.

Attached are the documents from candidates which we have received at this point. All of the candidates thus far meet the requirements of the City Charter for appointment. We will distribute any additional documents to the Commission electronically as well as provide hard copies.

As discussed at the November 14 City Commission Organizational Meeting, if we have more than six applications for the vacancy, the Commission will discuss how to proceed at the meeting on December 5.

If we do not have more than six applications, this agenda item could serve as a simple update or be removed from the agenda.

We have established Thursday, December 8, at 7 p.m. as the first date for interviews (with, potentially, all interviews being conducted on the 8<sup>th</sup>); and we have Wednesday, December 14, at 7p.m. as a second date to continue interviews, if needed.

As always, please feel free to contact me with any questions.

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The City of Traverse City

Office of the City Clerk

GOVERNMENTAL CENTER  
400 Boardman Avenue  
Traverse City, MI 49684  
(231) 922-4480  
tcclerk@traversecitymi.gov



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**PRESS RELEASE – FOR IMMEDIATE RELEASE**

**SUBJECT: CITY OF TRAVERSE CITY SEEKING APPLICATIONS FOR APPOINTMENT TO THE CITY COMMISSION**

**Contact: Benjamin Marentette, MMC, City Clerk (231) 922-4480**

City Clerk Benjamin Marentette is accepting applications on behalf of the City Commission for those interested in being appointed to the City Commission to fill a vacancy left by former Mayor Pro Tem Ross Richardson. The individual appointed will serve until the Commission's Organizational Meeting of Monday, November 13, 2017.

To be considered, you must be a registered voter of the City of Traverse City for thirty consecutive days and not be past due on amounts owed to the City.

The City Commission functions as the City's legislative body, essentially functioning as the board of directors for City government. For more information on the functions of the City Commission, please visit [http://www.traversecitymi.gov/city\\_commission.asp](http://www.traversecitymi.gov/city_commission.asp)

This is a tremendous opportunity to serve the community in a responsible position that sets far-reaching policy (including through adoption of the City budget) that has an impact throughout the region and State of Michigan.

Letters of interest with accompanying resume must be received by the City Clerk no later than **5:00 p.m. on Friday, December 2, 2016.**

**Letters of interest and resumes should be delivered or emailed to:**

**Benjamin Marentette, City Clerk  
City of Traverse City  
400 Boardman Avenue  
Traverse City, MI 49684  
tcclerk@traversecitymi.gov**

Interviews will likely be held in mid-December and will be open to the public. All interviews will be televised on local channel 191 and streamed live at [www.upnorthmedia.org](http://www.upnorthmedia.org).

To: City Commission of the City of Traverse City  
From: Tyler Bevier  
RE: City Commission Vacancy  
Date: 11/22/2016

As a relatively new resident to the Traverse City area, I have become quite accustomed to our governance, and knowledge of local and regional stakeholders. I believe I am good fit for the duties of a City Commission with my knowledge of our stakeholders, governing bodies, Tax-Increment Financing, Brownfield and the roles they play in city, county & regional collaboration. I would like to see our City Commission tackle the elements of investing in "green" infrastructure, creating a city that is affordable to all walks of life, and to bridge our city together by creating more unity.

I moved to Traverse City in May of 2014, after graduating from Wayne State University in Detroit, with a degree in urban planning. During my time as an undergraduate at Wayne State, I was able to start a 501(c)(3) non-profit called the "Michigan Avenue Coalition" that was tasked with cleaning up Michigan Avenue in the Detroit neighborhood of Corktown, near the original Tiger Stadium. I recognized that the City of Detroit did not have the resources to properly empty trash receptacles along the corridor, and often trash would spill onto the sidewalk and into the storm sewers. The coalition lead efforts to organize clean-ups along the corridor and to partner with area churches and non-profits to dispose of the trash.

Our scope then expanded to take on efforts of beautification along the corridor and the neighborhood. We successfully planted 50 trees on Lafayette Avenue, that connected Downtown Detroit through Corktown, to Southwest Detroit. Additionally, we were able to plant pansies and sunflowers in the tree lawns of the neighborhood.

After graduation, I was offered an internship with the Traverse City Downtown Development Authority as their planning intern. During this internship I also was paired with the Traverse City Parking Services & Grand Traverse County Planning & Development department to coordinate community development efforts between the DDA & Grand Travers County Planning department activities. Additionally, I was the marketing intern at the Bay Area Transportation Authority, to help with festival shuttle planning & social media. My time with these entities illustrated the great connectivity between these units of government and their crucial roles they play in our community.

In Fall 2015, I was offered the position as the part-time director for the Bellaire Downtown Development Authority. This position allowed me to become familiar with the Michigan Open Meetings' Act and Freedom of Information Act. Additionally, I became familiar with the role of public meetings and posting requirements. During my time in Bellaire, I was able to write our Tax-Increment Financing plan and Development Plan. I was also able to implement several of our place-making items, including way-finding signage, outdoor seating, and little free libraries.

In July of 2016, I was offered the position as Transportation Planner for the Bay Area Transportation Authority (BATA) to assist with route planning, data analyst, marketing & education of BATA's activities in the counties of Leelanau & Grand Traverse. This position entails working with a diverse set of stakeholders in our region and service area.

I firmly believe our city of 15,000 residents is leading the way in innovative approaches and progressive planning & policies in the State of Michigan. The City of Traverse City is continuing to attract new families, businesses, cuisine and opportunities; and I would be honored to serve on behalf of the citizens of Traverse City.

Sincerely,

Tyler Bevier

# Tyler Bevier

1022 Lake Ridge Drive  
Apt #3  
Traverse City, MI, 49684

Tele: 248-877-1738  
Email: [tylerbevier@gmail.com](mailto:tylerbevier@gmail.com)

## Profile

I always strive to hold myself to the highest standard for transparency & ethics, and to give a voice to those who feel underrepresented in the decision making process.

## Experience

### **Bay Area Transportation Authority: Transportation Planner: 7/16 - Current**

As BATA's Transportation Planner, I am tasked with creating a more user-friendly transit system for our two counties. This includes necessary route & service level adjustments, improved bus stops & increased mobile friendliness. Additionally, I am tasked with continued education & awareness our system through presentations to regional stakeholders.

### **Bellaire Downtown Development Authority Director: 11/15 - 7/16**

As one of Michigan's youngest DDA directors, I crafted the Development Plan & Tax-Increment Financing Plan for the Village of Bellaire. This entailed creating TIF Tables to show what the 30-year TIF Capture will be for participating taxing jurisdictions, and what our planned public improvements are. Additionally, this involed meeting with local, county & regional stakeholders to receive their feedback on our development & TIF Plans.

### **Grand Traverse County Planning & Development Contract-Employee —8/14 - 5/16**

Assisted in administering their CDBG MSHDA Homeowner rehabilitation program, helping low-income homeowners with interior & exterior repairs & no-interest loans. Lead a successful crowdfunding committee to raise \$5,000.00 towards downtown Traverse City, with matching funds from MEDC. Helped lead re-branding efforts for the 8th street corridor; partnering with businesses & residents to rename to "North Boardman Lake District". Additionally, assisted greatly in presentations for various staff, and public engagement sessions

### **Traverse City Downtown Development Authority— Planning Intern 5/14/14 — 9/14/14**

Prepared presentations for the DDA Board on a parking and TIF District analysis I conducted, as well as assisted in the DDA's event promotions & local block parties

### **Michigan Avenue Coalition 501(c)(3), Detroit, Michigan, President**

Started a 501(c) 3 non-profit in Detroit's neighborhood of Corktown. We assisted in planting over 50 trees as well as installing beautification elements on various corridors. Additionally, helped shovel sidewalks in the winter along neighborhood streets.

## Education

**Wayne State University, Detroit, Michigan, Urban Studies & Political Science 3.72 GPA**

## Skills

Community Relations, Strong Interpersonal Skills, Charismatic public skills, Urban Development, Place-making engagement, Microsoft Office, Keynote & Pages

# Michele P. Howard

435 West Eleventh St.  
Traverse City, MI 49684  
(231) 883-1121  
e-mail: [michelephoward@yahoo.com](mailto:michelephoward@yahoo.com)

Tuesday, November 29, 2016

Benjamin Marentette  
City Clerk  
City of Traverse City  
400 Boardman Avenue  
Traverse City, MI 49684

Dear Mr. Marentette:

I am writing to express my interest in the opening on the City Commission.

My education and background make me uniquely qualified as a candidate for this position. I graduated from Michigan State University with a degree in Political Science. Additionally, I have a Master's Degree in Information and Library Studies from the University of Michigan, and I have been a librarian for over 20 years. My employment and keen interest in research and helping people will translate well in the position of City Commissioner as we work together to find the best solutions for our beautiful region.

My commitment to volunteering within various Traverse City area organizations demonstrates my love for the region and the people in it. Whether it was working with a second grader to paint a pumpkin or planning a world class mountain bike race, my goal is always to help someone else enjoy the place I call home.

Finally, I would be honored and humbled to serve the City as a City Commissioner.

Thank you for your consideration.

Sincerely,

Michele P. Howard

# Michele P. Howard

435 West Eleventh St.  
Traverse City, MI 49684  
(231) 883-1121  
e-mail: michelephoward@yahoo.com

## EDUCATION:

Masters of Information and Library Studies, University of Michigan, December 1994.

Bachelors of Arts, Michigan State University, June 1992  
Major: Political Science, Pre-Law emphasis

## EXPERIENCE:

**Northwestern Michigan College Osterlin Library** Traverse City, MI (Jan 2006-present)

GOVERNMENT DOCUMENTS LIBRARIAN

- Provide reference and research assistance to students, faculty, and public patrons.
- Teach Information Literacy classes for students.
- Conduct faculty training and education.
- Assist with the maintenance and updating of the Library's website, electronic research guides and social media (Facebook and Twitter).
- Plan events with student activities including promotion of library services.
- Supervise student employees.

**Bell's Iceman Cometh Challenge** Traverse City, MI (Jan 2012 - present)

SOCIAL MEDIA /WEBSITE DIRECTOR

- Responsible for all website content and updating.
- Write and publish news and information to social media including Facebook (7,822 followers), Twitter (1,597 followers) and Instagram (339 followers).

**Traverse City Cooperative Preschool** Traverse City, MI (Aug 2006 - Aug 2008)

ENRICHMENT TEACHER

- Assisted a class of 15 children in various enrichment activities both indoor and outside.
- Prepared communications to parents and students about the activities.

**Traverse Area District Library – Law Library** Traverse City, MI (Sept 1999- Sept 2004)

LIBRARIAN

- Provided reference assistance to attorneys, judges, and public patrons.
- Assisted in the creation, writing and planning of various Bar Association functions and publications.
- Assisted with the maintenance and updating of the Library's computers and website.

**Michigan State University, College of Law** East Lansing, MI (Oct 1997-Jun 1999)

COMPUTER SERVICES LIBRARIAN

- Kept abreast of and made recommendations regarding electronic resources and software for the library, students and faculty.
- Supervisor of the computer lab and its employees.
- Partially responsible for the construction and maintenance of the website.
- Provided reference assistance for faculty, staff, students, alumni and public patrons.

**Michigan State University College of Law** Detroit, MI (July 1996-Sept 1997)

REFERENCE SERVICES LIBRARIAN

- Provided reference assistance for faculty, staff, students, alumni and public patrons.
- Supervisor of part-time reference staff, filers, and shelvees.
- Partially responsible for the construction and maintenance of the College's website.

**Dickinson, Wright PLLC** Detroit, MI (Jan 1995-July 1996)

REFERENCE LIBRARIAN

- Provided reference assistance for 240 attorneys using print, online, CD-ROM, and Internet resources.
- Responsible for construction and maintenance of the firm's first website.
- Organized and presented at annual Summer Associate training.
- Actively involved in collection development and technological restructuring of the library.

## **VOLUNTEER/OTHER:**

- Hagerty Cycling** Traverse City, MI (May 2008 - present)  
EVENTS PLANNER  
Coordinate all aspects of team parties including invitations, food and clean up for up to 130 people.
- M22 Challenge** Traverse City, MI (Apr 2014-April 2015)  
SOCIAL MEDIA DIRECTOR  
Assist in the schedule and content of the race's social media including Facebook and Twitter.
- North American Vasa Ski Race** Traverse City, MI (May 2013 - Sept 2015)  
VICE PRESIDENT and FAT BIKE RACE DIRECTOR  
Responsible for organizing of print publications, social media, course design, volunteers, and awards for the fat bike race. Assisted in the website, general social media and racer premiums for all races.
- Central Grade School** Traverse City, MI (May 2009 - May 2013)  
PTO PRESIDENT  
Responsible for the delegation and organization for all school activities and events for a school of over 600 students including movie nights, festivals, fundraising and gifts/meals to teachers.
- Grace Episcopal Church** Traverse City, MI (Jan 2006- Jan 2009)  
VESTRY MEMBER and CLERK  
Assisted in the governing of all aspects of church life. Clerk activities included being part of the executive committee, writing correspondence and note taking. Other responsibilities included church website renovation and maintenance, and posts to Facebook.
- Glenn Loomis Grade School** Traverse City, MI (Sept 2004 - June 2008)  
MEMBER and VICE PRESIDENT  
Assisted in various PTO events such as ice cream socials, dances and meetings.
- Michigan Judicial Institute Conference** Lansing, MI (July and Aug 1998)  
FACULTY MEMBER  
Presented to almost 300 judges on the basics of conducting legal research over the Internet and using Lexis-Nexis.

## **PUBLICATIONS:**

- Howard, Michele P. *Tell me a Secret*. NMC Magazine, Vol. 30 no. 1. Poetry.
- Bissett and Howard. *Legal Research Skills in the Digital Age*. Michigan Defense Quarterly, Vol. 16 no. 1. page 10
- Howard and Jerry. *Computer Tips*. Michigan Association of Law Libraries Newsletter. October 1999.

## **INTERESTS:**

Cycling, skiing, swimming, gardening, entertaining, cooking, reading, backpacking and traveling.

## Rebecca M. Rogan

Rrogantc@gmail.com

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109 Fairlane Dr.  
Traverse City, MI 49684

Cell Phone: (231) 342-1001

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Mayor Jim Carruthers  
C/O Benjamin Marentette, City Clerk  
City of Traverse City  
400 Boardman Avenue  
Traverse City, MI 49684

Via e-mail ONLY to: [tcclerk@traversecitymi.gov](mailto:tcclerk@traversecitymi.gov)

**RE: Vacant Commission Seat**

November 28, 2016

Dear Mayor Carruthers, Mayor Pro Tem Howe, and Commissioners:

Please consider this my application for the vacant commission seat on the Traverse City City Commission. As you can see from my attached resume, I have extensive experience as an Executive Director and trainer for Conflict Resolution Services, a Practice Manager and Supervising Paralegal for a local law firm, and as a Legal Advocate and department level Administrator for the Women's Resource Center. I believe my combined education and leadership skills will be a benefit to the citizens of Traverse City and the City Commission through:

- Proven knowledge and skill associated with communication and goal management.
- Outstanding interpersonal skills with the ability to establish and maintain productive community-based relationships; essential for seamless interactions, positive reputation building, project collaboration and stimulating motivation.
- Dynamic and organized planning and follow-up skills geared toward outlining strategic objectives, advancing public awareness and promoting Traverse City.
- Contagious enthusiasm with the ability to empower others through support and guidance.
- Appreciation of the underlying importance of ethical practice in all encounters and transactions.

The prospect of advancing the goals and dreams of the citizens while working with city employees and following applicable local and state laws is very exciting. Our community is seeing great growth in many areas and being recognized at the state and national levels for many of its natural and handmade wonders. At the same time it is experiencing the associated growth pains and the concerns of the citizenry must be addressed in a way that acknowledges hearing their concerns and frustrations balanced with the needs to continue to allow the community to thrive as it has. I would welcome the possibility of working for the citizens of Traverse City and with the current Traverse City Commissioners.

I am available for further information via the contact information listed above. Thank you in advance for your consideration.

Respectfully,  
*Rebecca M. Rogan*  
Rebecca M. Rogan

Attachments: Resume

# Rebecca M. Rogan

[Rrogantc@gmail.com](mailto:Rrogantc@gmail.com)

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109 Fairlane Dr.  
Traverse City, MI 49684

Cell Phone: (231) 342-1001

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## Career Profile

Over twenty years of executive and management experience with specialization in operational leadership and legal applications. Manages by example with emphasis on maintaining the highest levels of personal and professional integrity. Experienced in advocacy work on behalf of vulnerable populations who are dealing with a variety of local, state and federal systems. Active member of the community at the local and state level. Proficient with Microsoft Office Word, Excel, Power Point, QuickBooks, Data Base Management, Electronic Case Filing (ECF), internet research and a variety of electronic mail systems.

## Professional Accomplishments

- As Executive Director for a local not-for-profit, performs all functions necessary for the operations of the agency. This includes handling all financials, overseeing all employees and volunteers, grant writing and the requisite fiduciary accountability, overseeing all programs and reviewing new programs for possible inclusion in services. Certified to provide Domestic Relations, General Civil, Child Protection, Adult Guardianship, and Special Education mediations. Approved Michigan State Court Administrative Office of the Domestic Violence Screening Protocol for mediators. Executive Director is directly responsible to a Board of Directors and provides all materials for monthly Board meetings.
- As Practice Manager and Supervising Paralegal for an attorney specializing in family, special education and criminal law, performed intake consultations and made screening recommendations for case acceptance based upon legal merit. Researched legal precedent and orchestrated case management with individuals, other law firms and court personnel. Educated clients regarding the legal process and provided continuous updates and informational services. Fiscal oversight led to a decrease in account payables and an increase in income.
- In 2000, selected by a panel of the GTLA Bar Association as the Liberty Bell Recipient. Recognized as a lay person who was instrumental in promoting better understanding of the rule of law, encouraging a greater respect for law and the courts, stimulating a sense of civic responsibility and contributing to good government in the community through outstanding performance as the Legal Advocate at the Women's Resource Center.
- In 2015, selected by the Grand Traverse Area Legal Professionals as the Legal Professional of the Year. Nominated by the Conflict Resolution Services Board of Directors, this award recognizes an individual who has been active in the legal profession and works to advance the legal profession through advocacy, education, and mentoring.
- Competent public relation representative and spokesperson; communicates organizational mission and objectives clearly and concisely through a variety of media, public speaking engagements, community presentations and networking opportunities.
- Personally dedicated to facilitating a work atmosphere conducive to mentoring and actively supporting the growth potential of all employees. Participative style of management that encourages individual initiative, stimulates continuous learning, and builds morale.

## **Summary of Qualifications**

### **Organizational Management**

- Assessed organizational structure and revised operations of *The Law Office of Thomas Dundon*. Designed and implemented policy and procedures leading to functional transitions and a more fluid and productive work flow.
- Manages operational expenditures including capital improvements and all administrative support supplies and services.
- Researches and identifies potential availability of federal grants and local foundation funds; successful grant writing capability.
- Participated in fund raising campaigns with an aptitude for developing innovative strategies for new and existing programs.
- Performs human resource functions including recruiting, screening, training, scheduling, work delegation, counseling, payroll administration and termination. Also, supervises interns and evaluates and reports to educational institutions as required.
- Observes all local, state and federal laws and regulatory guidelines; flawless documentation and report submission.

### **Community Relations**

- Served on the Board of Directors of the Michigan Coalition to End Domestic and Sexual.
- **Presented**, *Role of Non-Profit Social Service Agencies in Northwest Michigan*, Leadership G.T., Traverse City, Michigan (1998-2007).
- Provides information and training to the agencies service area regarding the agencies services, active listening skills, dealing with conflict. Also provides competent meeting facilitation services.
- Maintains resource contacts with governmental agencies and support organizations throughout the state of Michigan.

### **Work History**

- **Executive Director**, Conflict Resolution Services, Inc., Traverse City, Michigan, (2013-Present).
- **Practice Manager/Supervising Paralegal**, Law Office of Thomas R. Dundon, Traverse City, Michigan, (2007-2012).
- **Legal Client Advocate**, Women's Resource Center, Traverse City, Michigan, (1996-2007).

### **Education and Community Service**

- **M.B.A. Strategic Management**, Davenport University, Traverse City, Michigan, (2009).
- **B.A. Sociology and Criminal Justice**, Adrian College, Adrian, Michigan, (1990).

- **Certification, Drug/Alcohol Prevention and Intervention**, Western Michigan University, Kalamazoo, (2001).
- **Member**, NALS, the association for legal professionals, Tulsa, Oklahoma, (1996-Present).
- **Member**, NALS of Michigan, the association for legal professionals, Lansing, Michigan, (1996-Present).
- **Member**, Grand Traverse Area Legal Professionals, Traverse City, Michigan, (1997-Present).
- **Volunteer Mediator**, CRS, Inc., Traverse City, Michigan, (2009-2013).
- **Board Member**, Michigan Foster Care Review Board #27, Michigan, (2011-2016).

WAYNE L. WORKMAN  
815 WASHINGTON STREET  
TRAVERSE CITY, MI 49686

**RECEIVED**

November 28, 2016

NOV 28 2016

Benjamin Marentette, City Clerk  
City of Traverse City  
400 Boardman Avenue  
Traverse City, MI 49684

CITY OF TRAVERSE CITY  
CITY CLERKS OFFICE

Dear Mr. Marantette:

Please accept this letter and resume as application for filling the vacant seat on the Traverse City Commission resulting from the resignation of Ross Richardson.

My resume summarizes my career in investment banking and government service. I believe my experience working with state and local governments and non-profit organizations over the last 40 years will provide a solid background for helping craft sound policies and decisions by the City Council.

The City's financial condition is strong with an AA+ bond rating from Standard and Poors rating agency. Challenges going forward include increasing affordable workforce housing, maintaining high quality infrastructure, and a vibrant safe city that residents can rely on. My public finance experience has given me a solid understanding of how to develop strategies for meeting these challenges. And, my background in economic development and managing the Michigan State Housing Development Authority will provide experience to support construction of additional affordable workforce housing.

If I am appointed by the Council and Mayor to fill this vacancy on the City Council, I commit to prioritizing the time needed to participate with the Council, staff, and various stakeholders to make sound decisions to keep Traverse City prosperous and growing. My record will show accomplishments and consensus building to achieve long-term results.

I appreciate your consideration.

Sincerely,



Wayne L. Workman  
workmanwayne@gmail.com  
(231) 590-0503

## RESUME

Wayne L. Workman  
815 Washington Street  
Traverse City, MI 49686  
(231) 590-0503  
workmanwayne@gmail.com

### CURRENT POSITION

#### **Principal - Strategic Advisors LLC**

Current project: Provide financial advisory services to Michigan Economic Development Corporation and other state agencies on various projects and programs.

### PRIOR POSITIONS

2013-2016

**Deputy State Treasurer, Local Government, State of Michigan**  
**Acting Executive Director, Michigan State Housing**  
**Development Authority - 2014-2015**

2002-2013

**Managing Director, R.W. Baird and Company**

Provide financial advisory and banking services to the State of Michigan, local governments and non-profit organizations.

1980-2002

**Managing Director, Tucker Anthony, Boston Massachusetts**

Provide financial advisory and banking services to the State of Michigan, local governments and non-profit organizations.

1971-1980

**State of Michigan**

- Executive Director, Michigan Office of Economic Development - 1976-1980
- Auditor, Michigan Department of Treasury, Municipal Finance Commission - 1972-1976
- Auditor, Michigan Department of Transportation - 1971-1972

1970-1971

**Management Assistant, Hardware Distributors**  
Muskegon, Michigan

### COMMUNITY LEADERSHIP AND VOLUNTEER ROLES

2011-PRESENT

**Board Member, Treasurer, Safe Passage, Guatemala**

Non-profit organization providing education and comprehensive health and social services to children and families living in the neighborhood surrounding the Guatemala City garbage dump.

- 2013-PRESENT**      **President Nominee, Rotary Club of Traverse Bay Twilight**
- 2016-PRESENT**      **Board Member, Buckets of Rain, Empire Michigan**  
Develop urban gardening opportunities for inner city residents in Detroit and Guatemala.
- 2016-PRESENT**      **Treasurer, Willow Run Land Management Services LLC**  
Non-profit owner of former Willow Run Airport being developed as the American Mobility Center for research and development of self-driving vehicles.

**EDUCATION**

- 1976-1970**      **Western Michigan University, Kalamazoo Michigan**  
Bachelor of Arts

**REFERENCES**

Steve Arwood, Chief Executive Officer, Michigan Economic Development Corporation  
(517) 241-1273    [evansa@michigan.org](mailto:evansa@michigan.org)

Deb Haase, Executive Director, Father Fred Foundation  
(231) 590-0954    [dehaas2002@yahoo.com](mailto:dehaas2002@yahoo.com)

Randy Kiessel, Managing Director, R.W. Baird & Company  
(231) 933-6050    [rkiessel@rwbaird.com](mailto:rkiessel@rwbaird.com)

Evan Smith, Executive Director of Policy and Outreach, Cherry Capital Foods  
(231) 499-1511    [evan@cherrycapitalfoods.com](mailto:evan@cherrycapitalfoods.com)



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF DECEMBER 5, 2016

DATE: DECEMBER 1, 2016

FROM: MARTY COLBURN<sup>mac</sup>, CITY MANAGER

SUBJECT: RESOLUTION OPPOSING THE APPROVAL OF THE WAUKESHA  
WATER DIVERSION APPLICATION

Attached is a resolution opposing the approval of the Waukesha water diversion application at the request of Mayor Jim Carruthers. The city of Waukesha, WI previously applied to the Wisconsin Department of Natural Resources to use Lake Michigan as its source of drinking water.

The application was approved, but has since caused environmental concerns relating to the Root River ecosystem and the mouth of the river into Lake Michigan, as well as violating conditions of the St. Lawrence River Basin Water Resources Compact which was approved by the United States Congress. This resolution urges the Governors and Premiers of the Regional Body and Compact Council to reverse its approval of the Waukesha Diversion application to protect the finite water resources of the St. Lawrence River and of the Great Lakes.

I recommend the following motion:

**that the Resolution Opposing the Approval of the Waukesha Water Diversion Application, be adopted.**

MC/kem

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copy: Jim Carruthers, Mayor



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**CITY OF TRAVERSE CITY RESOLUTION  
OPPOSING THE APPROVAL OF THE  
WAUKESHA WATER DIVERSION APPLICATION**

- Because, the Great Lakes and St. Lawrence River Basin represents approximately 20% of the world's surface freshwater resource and supports the third largest economy in the world; and
- Because, on December 13, 2005, the Great Lakes Governors of Illinois, Indiana, Michigan, Minnesota, New York, Ohio, Pennsylvania and Wisconsin, and the Premiers of Ontario and Quebec signed the Great Lakes—St. Lawrence River Basin Sustainable Water Resources Agreement (the "Agreement"), and the Governors endorsed the companion Great Lakes—St. Lawrence River Basin Water Resources Compact (the "Compact"), which was later approved by the United States Congress and signed by the President, banning new water diversions from the Basin except in communities located in counties straddling the water division line between the Great Lakes-St. Lawrence Basin and other basins; and
- Because, the City of Waukesha, WI, is located in Waukesha County, a county straddling the basin division line; and
- Because, the City of Waukesha applied to the Wisconsin Department of Natural Resources under the exception for a "Community within a Straddling County" to use Lake Michigan as its source of drinking water (the "Waukesha Application"); and
- Because, the Compact requires proposals for diversions to satisfy seven specific conditions; and
- Because, the Regional Body, after having reached an agreement on a Declaration of Finding and a set of conditions for the application, forwarded its recommendation to the Compact Council, and that all eight Great Lakes states voted in favor of the Waukesha Application; and
- Because, on June 21, 2016, the Compact Council issued its Final Decision approving the Waukesha Application with Conditions; and
- Because, the Waukesha Application does not meet the terms of the Agreement nor the Compact, and the precedent-setting nature of the Final Decision to approve the Application is of great concern to the Mayors of the Great Lakes and St. Lawrence Cities Initiative; and

CITY OF TRAVERSE CITY RESOLUTION OPPOSING THE  
APPROVAL OF THE WAUKESHA WATER DIVERSION APPLICATION

Page 2 of 3

- Because, the approved service area still contains parts of communities which are not part of the City of Waukesha and which have not demonstrated a need for the water, amounting to a clear violation of the Compact; and
- Because, this broader service area is not a "Community within a Straddling County" as defined and required by the exception conditions in the Agreement and Compact; and
- Because, there are reasonable water supply alternatives to meet the drinking water quantity and quality needs of the City of Waukesha; and
- Because, the impacts of the proposed return flow of water through the Root River to Lake Michigan are likely to have adverse impacts on the ecosystem and to the urban shores of the mouth of the River; and
- Because, the Conditions for Approval were not subject to public comment while debated by the Regional Body and Compact Council despite the Compact's requirement that all relevant information be available to the public for comment; and
- Because, the Regional Body review process did not provide adequate opportunity for public comment as only one public meeting was held in the City of Waukesha, and that hundreds of public comments against the Application did not appear to be considered during the Regional Body or Compact Council process. Therefore be it;
- Resolved,** that the City of Traverse City affirms its commitment to the protection of our water resources by calling on the Governors of Illinois, Indiana, Michigan, Minnesota, New York, Ohio, Pennsylvania and Wisconsin, and their representatives on the Compact Council to reconsider their Final Decision to approve the Waukesha Application; and, be it further
- Resolved,** that the City of Traverse City supports challenges by the Great Lakes and St. Lawrence Cities Initiative to the Compact Council's approval of the Waukesha Application under procedures adopted by the Compact Council, which may include requesting a hearing and initiating judicial review of the Final Decision; and, be it finally
- Resolved,** that the City of Traverse City urges the Governors and Premiers of the Regional Body and Compact Council, consistent with good public policy, to reverse its approval of the Waukesha diversion application and ensure that the provisions of the Compact are strictly applied in this and any future application in order to protect the finite water resources of the Great Lakes and St. Lawrence River basin.

CITY OF TRAVERSE CITY RESOLUTION OPPOSING THE  
APPROVAL OF THE WAUKESHA WATER DIVERSION APPLICATION

Page 3 of 3

I hereby certify that the above Resolution was adopted by the Traverse City, City Commission at its Regular Meeting held on December 5, 2016, in the Commission Chambers of the Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

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Benjamin C. Marentette, MMC, City Clerk



The City of Traverse City

## Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF DECEMBER 5, 2016

DATE: DECEMBER 1, 2016

FROM: <sup>MAC</sup> MARTY COLBURN, CITY MANAGER

SUBJECT: HUMAN RIGHTS COMMISSION – ESTABLISH AN AD HOC COMMITTEE TO FILL TWO UNEXPIRED TERMS

Attached is a memo from City Clerk Benjamin Marentette regarding two unexpired terms on the Human Rights Commission, seats previously held by Lee Hornberger and Barbara McClellan. As mentioned by Mr. Marentette, Mr. Hornberger and Ms. McClellan have resigned.

Appointments to this Commission are made by the Mayor, subject to approval by the City Commission.

I recommend the following motion:

**that the resignation of Lee Hornberger and Barbara McClellan be accepted and an ad hoc interview committee be established to make recommendations regarding one unexpired three-year term expiring June 30, 2018, and one unexpired three-year term expiring June 30, 2017, on the Human Rights Commission, seats previously held by Lee Hornberger and Barbara McClellan respectively; and the Mayor's appointment of Commissioners \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ to such Committee, with Commissioner \_\_\_\_\_ to serve as Chair, be approved.**

MC/kem

K:\tcclerk\city commission\appointments\HumRights\_20161205

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# Memorandum

The City of Traverse City



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TO: Marty Colburn, City Manager  
FROM: Benjamin Marentette, City Clerk   
DATE: November 28, 2016  
SUBJECT: Human Rights Commission – Unexpired Terms

Recently, Lee Hornberger and Barbara McClellan submitted letters expressing their resignation from the Human Rights Commission. Therefore, there are two unexpired three-year terms on the Commission, one expiring June 30, 2017, and one expiring June 30, 2018.

Appointments to the Human Rights Commission are made by the Mayor, subject to the approval of the City Commission. At least seven of the nine members shall be City residents; in this case, at least one appointment must be a City resident. At this point the mayor has suggested the formation of an ad hoc interview committee to make recommendations on the appointments

The City Clerk's Office has advertised for this board on the city's website, Facebook page, and in local publications. So far we have 10 applications on file for this board.

The following have applied:

- Donna Stein-Harris (non-City resident)
- Marti Alvarez (City resident)
- Gregory S. McDonald (non-City resident)
- Kristi Weadock (non-City resident)
- Lynne G. VanNess (non-City resident)
- Michelle Bostic (City resident)
- Lesley Alicia Tye (non-City resident)
- Christina Trogan (City resident)
- Aaron Kricher (City resident)
- Suzanne Connor (City resident)

As always, please let me know if you have any questions.

Thank you.

Benjamin C. Marentette  
City Clerk  
Traverse City, MI

November 16, 2016

Dear Mr. Marentette and to all it may concern,

I am writing to express my interest in serving on the Traverse City Human Rights Commission.

I am retired. But throughout my 40+ year career, there has been one central theme - inclusion and teamwork. Working together we can accomplish anything. There will always be challenges, but there are always solutions.

The need to provide equal access, fair treatment, and an unbiased perspective propelled by mutual understanding and respect is not something we can ever take for granted. My work history demonstrates my commitment to this philosophy. And family experience solidifies that commitment.

The last decade of my career was spent developing and administering Safe Communities America for the National Safety Council. I was the Executive Director of this initiative. We were the US arm of the international Safe Communities initiative and accreditation program of the World Health Organization. The goal and vision of the program was to encourage all sectors of the community to work together regarding all aspects of safety. I worked with municipalities, healthcare systems, public safety, chambers of commerce, park districts, public education and universities, and advocacy groups in multiple communities in the US and around the world. There is no community anywhere in the world that is perfect. The common denominator for community success is cooperation, mutual respect and a plan for continuous improvement. It was a standard that was never compromised.

Prior to that, I worked for and with a number of healthcare organizations, including my own company, on health and safety issues using a variety of public education and multimedia vehicles.

Our grandson, an African American adoptee, is a special needs child with significant challenges. Our family has experienced first hand the difficulties families face. It is a daily struggle on multiple levels - racial divides, access to education and healthcare services, transportation challenges, and bureaucratic obstacles. This is perhaps my main driver for wanting to serve on the Human Rights Commission in Traverse City. My family lives in New York City. The two locations are uniquely different. But if I can make a difference in serving the community I live in, everyone benefits. No matter where we live, we can learn from each other.

While living and working in Chicago, we have considered Traverse City our second home for almost 25 years. My husband and I have been full time residents for almost three years and have quickly integrated into the community that is now our permanent home. I am currently on the Board of the Unitarian Universalist Congregation of Grand Traverse and serve on many committees - Sunday Services, Stewardship, Staff Resources, and facilitate a Death Cafe (a group that brings people together to talk about death and dying). I also serve on the Board of the Newcomers Club. And, I am a new member of the Munson Family Advisory Council.

I hope this letter provides enough information to bring my name forward as a viable candidate for the Human Rights Commission. I look forward to hearing from you about the next steps in the process.

Sincerely,

A handwritten signature in cursive script that reads "Donna Stein-Harris".

Donna Stein-Harris

4444 East Duck Lake Road  
Grawn, MI 49637

(847)226-5098  
Donnasteinharris@gmail.com

RECEIVED

City of Traverse City  
Application to Become Involved

NOV 17 2016



CITY OF TRAVERSE CITY  
CITY CLERK'S OFFICE

Thank you for your interest in serving on one of Traverse City's boards or committees. Volunteers help to secure our community's beauty and promote its enhancement – Benjamin C. Marentette, City Clerk

Board/Committee you are interested in serving (indicate up to three): \_\_\_\_\_

Human Rights Commission

Name: Donna Stein-Harris

Residential Address: 4444 East Dock Lake Rd Grawn, MI 49637  
(Street) (City) (State) (Zip)

E-Mail Address: donna.stein-harris@gmail.com

Preferred Phone No.: (847) 226-5098 Additional Phone No.: \_\_\_\_\_

Occupation: retired - Safety and health promotion (if retired, please provide your career)  
communications - See letter for additional information

Before submitting your application, please be sure to attach a brief letter indicating the following:

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
- Describe your involvement in the community on a board/committee or in another volunteer capacity.
- Any other helpful information relevant to your application.

While it is not required, a resume is helpful in the recruitment process for City boards and committees.

YES  NO Are you in default to the City?  
If yes, please note applicants in default to the City are not eligible for consideration.

YES  NO Do you or immediate family members currently serve on a City board or committee?  
If yes, which board? \_\_\_\_\_

YES  NO Did you attach the required letter outlining the items requested above?

The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

Donna Stein-Harris  
Signature

11/16/2016  
Date

Please return your application, letter, and optional resume to Benjamin C. Marentette, City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. If you have any questions, please feel free to contact our office at (231) 922-4480. Again, thank you for your interest!



Thursday, November 17, 2016

Good day to you all.

I am interested in the vacant Human Rights Commission seat.

I am a strong advocate for the rights and dignity of all people. I am currently a TCAPS school bus driver and have been for the past 17 years. I love my position and being able to advocate for our kids, helping to ensure all students are treated fairly and are offered equal opportunities in our schools. In 2014 I began training as an emerging leader with my state and national unions. The training covered issues from women in leadership positions to working with students and staff in many capacities such as language barriers, discrimination and workers/students rights. I was accepted as a 'Leader for Tomorrow' and completed that program in 2015 which then drew me into more leadership training of stages of advocacy for union members, students and employees of public education.

Over the summer, as a Board member, I was able to work with our NEA Executive Director on the 'School to Prison Pipeline.' This indeed is troublesome to think that so many students will fall through the cracks and go directly to jail or prison for incidents which could be prevented. In turn, this work has me focused on student discipline in our public schools to offer a more holistic approach to help our students across the country react in more of a positive way to life's challenges. Restorative practices are instilling a better sense of safety and security for all students.

I attended several conferences over the past year which were inspiring as well as eye-opening. Many of the trainings left lasting impressions but one in particular; 'The Power of One' really struck me on how the work of one person who refuses to give up can benefit so many.

In April 2015 I was elected to the Michigan Education Association Board of Directors then in July of the same year I was elected to the National Education Association Board of Directors, (both for a 3-year term). In December of 2015 I was elected to the Traverse City Transportation association Executive Board as a union steward. In August of this year I was elected for a second term as a delegate for Precinct 10 in Traverse City. I am passionate about the work I undertake on behalf of all persons and I would dedicate myself to the members of my community. I hope that you will consider me for this commission work.

Sincerely,  
Martha (Marti) Alvarez

326 W. 16<sup>th</sup> Street  
Traverse City MI 49684  
231-631-6577

[malvarez@mea.org](mailto:malvarez@mea.org)

(Page 2 of 3)

Below is listed some of my positions and work that I do. If you have questions on any of it please do not hesitate to contact me. Thank you.

**Coordinating Council Co-Chair** for our region. We meet bi-monthly on a Tuesday. Duties and responsibilities are to approve the annual budget, formulate policies, set the amount of the per capita dues, act upon recommendations of all committees, certify election results, approve uniserv director's assignment, evaluation of professional staff and provide a report from the various local units, as well as various other duties as per constitution and bylaws.

**Delegate TCTA Representative** MEA/NEA Region 50 At-Large I attend two Representative Assemblies one in the fall and another assembly in the spring.

**MEA International Understanding Commission:** Meet twice a year as well as virtual meetings. To promote global understanding through respect for diversity interdependence. At our meeting in July we discussed micro-aggressions (underlying racism) and how to detect. The discussion and training helped raise awareness of ways that we subtly (at times) are not aware of interactions with individuals of different cultural identities from ourselves. On behalf of all persons, equality and fairness and understanding of micro-aggressions and building a session to present to all educators as well as our communities.

**English Language Learners/Migrant Education Committee:** Meet twice a year and virtual meetings. The policies and issues that relate to and impact the education of English language learners, migrant students and their families are addressed.

**Leadership Development Advisory Committee:** Helping to develop the Association leadership potential of members as well as identifying and developing strategies that help the local's work effectively with members.

**3-1(g) Minority Affairs Committee:** To address policies, practices, and issues that relate to and impact the representation, participation, and support of minority groups in the association, and public education systems.

**NEA Member Rights, Compensation and Benefits Committee Charges:** We provide input on strategies to advocate for member rights, compensation, and benefits.

**'Love That Student!' BUS Driver Discipline**  
"Be part of the students education experience."

Martha (Marti) Alvarez  
326 W. 16<sup>th</sup> Street  
Traverse City MI 49684

231-631-6577

[malvarez@mea.org](mailto:malvarez@mea.org)

**City of Traverse City  
Application to Become Involved**



*Thank you for your interest in serving on one of Traverse City's boards or committees! Volunteers help to secure our community's beauty and promote its enhancement – Benjamin C. Marentette, City Clerk*

Board/Committee you are interested in serving (indicate up to three): \_\_\_\_\_

HUMAN RIGHTS COMMISSION

Name: GREGGORY S. McDONALD

Residential Address: 8836 Wheeler Oaks Williamsburg, MI 49690  
(Street) (City) (State) (Zip)

E-Mail Address: gsmedonald64@gmail.com

Preferred Phone No. 231-360-7774 Additional Phone No.: \_\_\_\_\_

Occupation: RETIRED (if retired, please provide your career)

**Before submitting your application, please be sure to attach a brief letter indicating the following:**

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
- Describe your involvement in the community on a board/committee or in another volunteer capacity.
- Any other helpful information relevant to your application.

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YES  NO Are you in default to the City?  
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YES  NO Do you or immediate family members currently serve on a City board or committee?  
If yes, which board? \_\_\_\_\_

YES NO Did you attach the required letter outlining the items requested above?

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[Signature]  
Signature

11/21/2016  
Date

*Please return your application, letter, and optional resume to Benjamin C. Marentette, City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. If you have any questions, please feel free to contact our office at (231) 922-4480. Again, thank you for your interest!*

City of Traverse City  
Application to Become Involved



*Thank you for your interest in serving on one of Traverse City's boards or committees! Volunteers help to secure our community's beauty and promote its enhancement – Benjamin C. Marentette, City Clerk*

Board/Committee you are interested in serving (indicate up to three): \_\_\_\_\_

Human Rights Commission

Name: Martha Alvarez

Residential Address: 326 W. 16<sup>th</sup> St. Traverse City MI 49684  
(Street) (City) (State) (Zip)

E-Mail Address: Malvarez@mea.org

Preferred Phone No.: 231.631.6577 Additional Phone No.: 0

Occupation: TCAPS Bus Driver (if retired, please provide your career)

*Before submitting your application, please be sure to attach a brief letter indicating the following:*

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
- Describe your involvement in the community on a board/committee or in another volunteer capacity.
- Any other helpful information relevant to your application.

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Martha Alvarez  
Signature

11.17.16  
Date

*Please return your application, letter, and optional resume to Benjamin C. Marentette, City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. If you have any questions, please feel free to contact our office at (231) 922-4480. Again, thank you for your interest!*

GREGGORY & SUZANNE McDONALD

November 21, 2016

Benjamin C. Marentette, City Clerk  
City of Traverse City  
400 Boardman Avenue  
Traverse City, Mi. 49684

Dear Mr. Marentette,

This letter is in support of my application for appointment to the Traverse City Human Right Commission. By way of introduction, my name is Gregg McDonald. I am a retiree living in Williamsburg since 2008 and would considerate it a privilege to participate as a member of the Traverse City Human Rights Commission.

My employment experience includes 15 years as a police officer with the East Lansing Police Department. During this time I earned both a Bachelor's and Master's degree in Criminal Justice from Michigan State University. My college advisor and friend was Dr. Robert Trojanowitz who is considered the father of Community Policing. During my tenure with the police department, I was one of two officers responsible for creating a Police Community Relations Bureau. At the time of my resignation I was a Lieutenant serving as a shift commander.

Most recently I worked 30 years as a denominational executive for the Community of Christ. During my tenure I served as the financial officer for Africa. My residence was in Independence; however I traveled extensively throughout Sub-Sahara Africa with an office in Nairobi, Kenya. My primary responsibilities included budget development and management, the employment and supervision of national ministers, acquisition of property, and the construction of various facilities. I also worked in conjunction with Outreach International, a human development agency located in Independence, Missouri.

Over my tenure with this organization, I worked in 33 nations around the world including Africa, East Asia, and Europe. During this time I learned that listening to the world view of others was significantly more important than speaking as the institutional "expert."

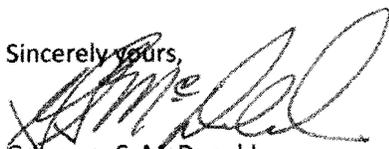
During 2011 and 2012, I also served on the board of directors of Restoration Towers which is a 147 unit low - income senior HUD-subsidized apartment complex located in Detroit, Michigan.

In addition I am currently an elections inspector for Whitewater Township, an elected precinct delegate, and am serving as the Treasurer for the Grand Traverse Democratic Committee.

I believe that my life experiences will allow me to make a contribution that recognizes the value of varied individuals and organizations. I believe in a clear separation between church and state, that all people regardless of race, culture or belief should be celebrated, valued, and affirmed as equal members and partners of our community.

Thank you for your consideration of this application for membership on the Traverse City Human Rights Commission.

Sincerely yours,

  
Greggory S. McDonald

**RECEIVED**  
NOV 23 2016  
CITY OF TRAVERSE CITY  
CITY CLERKS OFFICE

Kristi Weadock  
3260 Silver Farms Lane  
Traverse City, MI 49684

November 22, 2016

Katelyn Zeits  
Deputy City Clerk  
400 Boardman Ave  
Traverse City, MI 49684

Dear Katelyn Zeits:

I hope this letter find you doing well. Attached you will find my application for the Human Rights Commission seat. Human rights are something I hold very close, both personally and professionally. Traverse City is a wonderful town through which I have developed a greater understanding of unity and cohesiveness. As a social worker and an MSW student, the core values of service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence are values that I have personally held for as long as I can remember. These are the values that help to diminish inequality and make our society a more cohesive environment. On a community level, these values help to build upon strengths that are already there, perhaps just unseen. I hope to have the opportunity help our citizens by being a catalyst for equality and unity, while furthering the progression of the town in which we live.

In the past I have served as Friday Lunch Coordinator at Grace Episcopal Church, Volunteer Coordinator at My Sister's House, a Safe Harbor volunteer, TCAPS Volunteer, and currently, I sit on the advisory board for The Maple Clinic in Traverse City.

My appointment would benefit the city by bringing the perspective of a newly minted master's level social worker (MSW will be completed next summer) with the most up-to-date knowledge regarding oppression, diversity, culture, evidence-based change models, and how each component works together to create a more cohesive environment for all citizens. In addition to being thoroughly and genuinely interested in the human experience, I have strong skills pertaining to organization, writing, and consider myself a lifelong learner. I look forward to hearing from you in the future, and greatly appreciate your consideration.

Sincerely,

Kristi Weadock

RECEIVED

NOV 28 2016

CITY OF TRAVERSE CITY  
CITY CLERKS OFFICE

City of Traverse City  
Application to Become Involved



*Thank you for your interest in serving on one of Traverse City's boards or committees! Volunteers help to secure our community's beauty and promote its enhancement -- Benjamin C. Marentette, City Clerk*

Board/Committee you are interested in serving (indicate up to three): Human Rights

Commission

Name: Kristi Weadock

Residential Address: 3260 Silver Farms Ln, Traverse City, MI 49684  
(Street) (City) (State) (Zip)

E-Mail Address: Kristi070@gmail.com

Preferred Phone No.: (231) 668-2970 Additional Phone No.: \_\_\_\_\_

Occupation: Social Worker, MSW Student (if retired, please provide your career)

**Before submitting your application, please be sure to attach a brief letter indicating the following:**

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
- Describe your involvement in the community on a board/committee or in another volunteer capacity.
- Any other helpful information relevant to your application.

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YES  NO Are you in default to the City?  
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YES  NO Do you or immediate family members currently serve on a City board or committee?  
If yes, which board? \_\_\_\_\_

YES  NO Did you attach the required letter outlining the items requested above?

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Kristi Weadock  
Signature

11/22/16  
Date

Please return your application, letter, and optional resume to Benjamin C. Marentette, City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. If you have any questions, please feel free to contact our office at (231) 922-4480. Again, thank you for your interest!

November 21, 2016

**RECEIVED**

NOV 28 2016

CITY OF TRAVERSE CITY  
CITY CLERKS OFFICE

Benjamin C. Marentette  
City Clerk  
400 Boardman Avenue  
Traverse City, MI 49684

Dear Mr. Marentette,

Enclosed please find my application to serve on either the Human Rights Commission or Local Officers Compensation Commission.

I have had several mentors that have demonstrated the importance of volunteering in the communities in which you live and work, and I believe I have reached a point in my career where I have developed the expertise necessary to begin giving back in a worthy manner. As evidenced in the enclosed resume, the scope of my experience spans the entire human resources function. My knowledge of anti-harassment and discrimination laws, and fair market valuation of compensation components would be beneficial to the city and the committees to which I'm applying.

Having just recently moved to downtown Traverse City, I have not yet had an opportunity to serve, but am very excited for the opportunity to have a positive influence on the community our family will call home for the rest of our lives. I'm interested in serving in any capacity, and would welcome the opportunity to discuss alternatives if I am not selected for either of the committees.

Thank you for your time and consideration.

Sincerely,



Aaron R. Kricher

**Aaron R. Kricher, MSA, SPHR**

630 Fifth St., Traverse City, MI 49684

Cell: 989-714-2725

Email: krichera@yahoo.com

**PROFESSIONAL PROFILE**

An effective, value building leader with a broad range of experience acquired in human resources, finance, and operational capacities. Demonstrated strengths in aligning the development of human capital with corporate strategy while outlining the return on investment of HR programs. An open and effective communicator capable of fostering confidence, respect, and loyalty throughout the organization.

**PROFESSIONAL EXPERIENCE**

**Human Resources Manager**

**Continuing Medical Education Manager**

*Central Michigan University Health – Saginaw, MI*

*March 2015 - Present*

Direct all HR and CME activities for ACGME accredited Graduate Medical Education programs and Multispecialty Medical Group. Top HR position in the organization reporting to the Executive Director. Executive Team member responsible for organizational strategic planning, and execution of supporting HR and CME goals and objectives. Supervise a staff of 5 FTEs with an annual operating budget of \$2.6M. Ex officio member of the Graduate Medical Education Committee and frequent participant on the Board of Directors.

- Redesigned current faculty practice plan, for 40 physician FTEs, to align with mission by utilizing an incentive based approach that values clinical and academic work.
- Responsible for all physician contracts including development of fair market valuation reports for new hires and contract renewals.
- Implemented point factor job evaluation system for management hierarchy resulting in the use of regression analysis to determine pay grade classifications for newly created leadership positions.
- Accountable for the design and execution of all compensation and benefits programs.
- Lead for Executive Director Search, including market analysis and total compensation recommendation to Board of Directors.
- Developed and implemented new performance management system resulting in increased efficiencies, greater inter-rater reliability, and improved leadership and employee satisfaction.
- Led full cycle implementation for new Applicant Tracking System.
- Led full cycle implementation for new CME tracking system.

**Human Resources Manager**

*Community Mental Health for Central Michigan - Mt. Pleasant, MI*

*May 2014 – March 2015*

Direct all human resources programs for the six-county public agency including employee/labor relations, compensation, benefits and retirement planning, recruitment, selection and retention, and HRIS. Coordinate annual personnel budget and present recommendations to the Board of Directors.

- Implemented health care plan design changes resulting in a \$250k net cost savings to the agency, while minimizing impact on employee cost.
- Led full life-cycle implementation of Applicant Tracking System to resulting in reduced time to fill and improved applicant experience.
- Develop data driven workforce analytics models to track quality of attrition and talent demand by job classification.
- Managed step based compensation structure, including the continuous collection and review of market competitive compensation data.

#### **Human Resources Consultant**

*Covenant Health Care/Covenant Medical Group – Saginaw, MI  
Sept 2011-May 2014*

Provide comprehensive human resource management for the hospital's Leadership and 4300 employees. Support strategic organizational goals with internal and external customers through management of employee/labor relations, regulatory compliance, project management, and support for operational strategies.

- Led interdepartmental and cross-functional teams in the identification, development and implementation of strategic department initiatives.
- Developed communication plans and provided due diligence for multiple network provider acquisitions.
- Project leader for the selection of the organization's SaaS performance management system.
- Project leader for the development of the organization's new physician orientation program.

#### **Vice President, HR and Administration**

*Interim Health Care – Saginaw, MI  
Jan 2009-Sept 2011*

Developed a strategic plan to increase profitability of existing business units, for Tier 1 automotive supplier and behavioral health services provider, through organizational design and workforce development. Designed formal systems to ensure the effective and efficient use of human capital to accomplish organizational goals.

- Designed and implemented overtime reduction system resulting in a 60% decrease in overtime cost of hourly workforce.
- Led the organization through a divestiture initiative including outplacement assistance for affected workers.
- Developed, implemented, and evaluated compensation structures based upon internal equity and external market conditions that support the organization's strategic goals and objectives.
- Transformed procedures for new candidate application, testing, new hire orientation, and training resulting in reduced time-to-hire and cost-per-hire.

**Operations Director Behavioral Health Services**

*Interim Health Care – Saginaw, MI  
Jan 2005-Dec 2008*

Managed the delivery of professional health care services to over 400 consumers in a multi-county service area, with mental illness and developmental disabilities. Led the efforts of 15 skilled clinical staff with an operating budget of \$450K.

**Human Resources Manager**

*Interim Health Care – Saginaw, MI  
May 2002-Dec 2004*

Accountable for the majority of core HR processes including: compensation and benefits, recruiting, and administration. Responsible for establishing critical HR systems and processes within the organization, and providing HR consulting to management teams with a focus on employee relations, recruiting, and training.

**EDUCATION**

**MSA (Human Resources)**, *Central Michigan University*  
**BA (Human Resources)**, *Michigan State University*  
**SPHR**, *Human Resource Certification Institute*  
**SHRM – SCP**, *Society for Human Resource Management*

**TRAINING AND SKILLS**

**HR Metrics and Workforce Analytics**, SHRM  
**Transforming Outcomes Data into Management Information**, CARF International  
**Six Sigma Green Belt**, Villanova University  
**Infor/Lawson HRIS**  
**Sage HRIS**  
**Excel Skills for Compensation Professionals**, World at Work  
**Excel Dashboards**, World at Work

# RECEIVED

NOV 28 2016

CITY OF TRAVERSE CITY  
CITY CLERKS OFFICE

City of Traverse City  
Application to Become Involved



*Thank you for your interest in serving on one of Traverse City's boards or committees! Volunteers help to secure our community's beauty and promote its enhancement – Benjamin C. Marentette, City Clerk*

Board/Committee you are interested in serving (indicate up to three): Human Rights Commission,  
Local Officers Compensation Commission

Name: Aaron Kricher

Residential Address: 630 Fifth St. Traverse City MI 49684  
(Street) (City) (State) (Zip)

E-Mail Address: krichera@yahoo.com

Preferred Phone No.: 989-714-2725 Additional Phone No.: \_\_\_\_\_

Occupation: Human Resources Manager (if retired, please provide your career)

**Before submitting your application, please be sure to attach a brief letter indicating the following:**

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
- Describe your involvement in the community on a board/committee or in another volunteer capacity.
- Any other helpful information relevant to your application.

**While it is not required, a resume is helpful in the recruitment process for City boards and committees.**

YES  NO Are you in default to the City?  
If yes, please note applicants in default to the City are not eligible for consideration.

YES  NO Do you or immediate family members currently serve on a City board or committee?  
If yes, which board? \_\_\_\_\_

YES NO Did you attach the required letter outlining the items requested above?

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AJK  
Signature

11-21-16  
Date

*Please return your application, letter, and optional resume to Benjamin C. Marentette, City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. If you have any questions, please feel free to contact our office at (231) 922-4480. Again, thank you for your interest!*

Christina Trogan  
1314 Peninsula Drive  
Traverse City MI 49686

November 20, 2016

Benjamin C. Marentette  
City Clerk  
400 Boardman Avenue  
Traverse City MI 49684

Dear Mr. Marentette:

I am writing to express my interest in the Human Rights Commission board position available with the City of Traverse City. As a resident of Traverse City, what goes on here concerning prejudice and discrimination is of great concern to me, and it would be an honor to serve this community that I love so much.

I am a paraprofessional at the TBAISD Career-Tech Center and setting a positive example for young people is very important to me. In applying to be part of the HRC Board, I hope to be an asset to my community. I see many of the concerns our young people have regarding discrimination, which places me in a unique position to have one eye on the future of our city. I would like to help make it a place where young people want to stay and invest themselves.

I would like to make sure all people are respected in this community and that is a safe place for everyone. This opportunity would help me discover more about my community and what its needs are so that I can be more of service.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to be 'CT', with a long horizontal flourish extending to the right.

RECEIVED

NOV 28 2016

City of Traverse City  
Application to Become Involved  
CITY OF TRAVERSE CITY  
CITY CLERKS OFFICE



Thank you for your interest in serving on one of Traverse City's boards or committees! Volunteers help to secure our community's beauty and promote its enhancement – Benjamin C. Marentette, City Clerk

Board/Committee you are interested in serving (indicate up to three): Human Rights Commission

Name: Christina Trogan

Residential Address: 1314 Peninsula Dr Traverse City MI 49686  
(Street) (City) (State) (Zip)

E-Mail Address: nagor+@hotmail.com

Preferred Phone No.: (231) 360-4953 Additional Phone No.: \_\_\_\_\_

Occupation: parapro at Career-Tech Center (if retired, please provide your career)

Before submitting your application, please be sure to attach a brief letter indicating the following:

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
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YES  NO Do you or immediate family members currently serve on a City board or committee?  
If yes, which board? \_\_\_\_\_

YES NO Did you attach the required letter outlining the items requested above?

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[Signature]  
Signature

11/21/16  
Date

Please return your application, letter, and optional resume to Benjamin C. Marentette, City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. If you have any questions, please feel free to contact our office at (231) 922-4480. Again, thank you for your interest!

Benjamin C. Marentette  
City Clerk  
400 Boardman Avenue  
Traverse City, MI 49684

November 22, 2016

To Whom it May Concern;

I am submitting my application to be considered for a seat on the Human Rights Commission. I am applying for this volunteer position because I am extremely interested in becoming more involved in this community and I believe I can bring a lot to this committee in particular. As a resident of Interlochen I was excited to see an opportunity to join this particular committee as well.

For the majority of my adult life the volunteer work and ways in which I have been involved with my community have been through my work in the arts. Before moving to Traverse City I was on the board of a youth theatre group called The Young Actors Company and was heavily involved in teaching and producing children's theatre in Los Angeles. I also volunteered as an actor and choreographer for a theatre company there. I moved to this area first for what was to be a one semester job teaching screenwriting and film in 2002 at my high school alma mater, Interlochen Arts Academy. I did not expect to be moving to Northern Michigan full time - I had a vibrant life in Los Angeles - but when the Academy decided to move forward with a film department I saw this as an opportunity to give back to the high school that had given me so much. I co-chaired the committee to create what is now known as the Motion Picture Arts department and left my life in California for good.

Since moving here permanently I have been an active volunteer with The Old Town Playhouse, giving my time both onstage and behind the scenes in a variety of capacities, including working with the Young Company to teach playwriting. I have also volunteered with the Traverse City Film Festival including teaching sessions on screenwriting. I've been involved with workshops for Michigan Writers as well as NMC, taught a storybook workshop at the Children's Museum, am an active participant in the Here:Say Storytelling series, and even worked with a troupe of Michigan Girl Scouts who were getting their badge in screenwriting. Arts education and the power of storytelling has been my motivation to connect with people of all ages. I believe that being able to tell your story, and listening to other's stories, is a fundamental way in which to bring people together and create more tolerance and acceptance across differences. This theme of tolerance and acceptance is at the heart of the art I produce as well, including the three original "mash-up" musicals that I have written and produced here in Traverse City with my husband and our diverse theatre troupe.

Yet, I feel it's not enough. I would like to find more ways that I can be invested and engaged in this beautiful and vibrant community. I donate what I can financially to a myriad of local organizations and I enjoy being a part of so many community experiences throughout the year, but I see donating my time on the Human Rights Commission as an important next step in being an active citizen of Grand Traverse County and of our country in general.

As an instructor at Interlochen I have the joy and challenge of working with an incredibly diverse student body. Our students come from all over the country and all over the world, and they find a common language through the arts. That common language builds bridges between students who come from different racial, political, religious and cultural backgrounds, and as a faculty member part of my daily job is helping students to navigate through those differences to find acceptance for all. Our LGBTQIA students feel safe to be themselves at our school, and in the past five years I've seen a growth in the number of transgender students who transition during their time at Interlochen. I believe I have a lot of experience and perspective to bring to the Human Rights Commission in terms of working with and for a diverse group of people.

I hope you will consider my application for this commission. Thank you so much for your time, please don't hesitate to contact me if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Lesley Alicia Tye".

Lesley Alicia Tye  
(213) 640-0615  
craftylesley@gmail.com

RECEIVED

NOV 28 2016

City of Traverse City  
Application to Become Involved

CITY OF TRAVERSE CITY  
CITY CLERKS OFFICE



Thank you for your interest in serving on one of Traverse City's boards or committees! Volunteers help to secure our community's beauty and promote its enhancement – Benjamin C. Marentette, City Clerk

Board/Committee you are interested in serving (indicate up to three): Human Rights Comm

Name: Lesley Alicia Tye

Residential Address: 3493 Faculty Lane Interlochen MI 49643  
(Street) (City) (State) (Zip)

E-Mail Address: CraftyLesley@gmail.com

Preferred Phone No.: 231)640-0615 Additional Phone No.: 231)276-4703

Occupation: Instructor of Creative Writing and Motion Picture Arts (if retired, please provide your career)

Before submitting your application, please be sure to attach a brief letter indicating the following:

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
- Describe your involvement in the community on a board/committee or in another volunteer capacity.
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If yes, which board? \_\_\_\_\_

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Lesley Alicia Tye  
Signature

11/22/2016  
Date

Please return your application, letter, and optional resume to Benjamin C. Marentette, City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. If you have any questions, please feel free to contact our office at (231) 922-4480. Again, thank you for your interest!

November 26, 2016

Benjamin C. Marentette  
City Clerk  
City of Traverse City  
400 Boardman Avenue  
Traverse City, MI 49684

**RE: Application for Human Rights Commission**

Dear Selection Committee:

I have recently retired and returned to Traverse City where I lived in the 1980s and 1990s. At that time, I served on the Traverse City Housing Commission, Zoning Board of Appeals, City Commission (1990-1995), and chaired the Grand Traverse Commons Redevelopment Corporation. During the last twenty years in Chicago, I have worked in community development and grant strategy with a special focus on enhancing diversity and understanding through cultural outreach initiatives., education, and empowerment. I also have extensive experience in civic engagement activities, both through my career and my volunteer work with the League of Women Voters.

I would bring this perspective to the Human Rights Commission, along with that of a parent in a multi-racial family and an advocate for the disabled. The Traverse City area is an appealing place to live and work and the mission of the Human Rights Commission is essential. I would like to contribute to its efforts.

Very truly yours,

Suzanne Connor (Antosh)

**SUZANNE CONNOR (Antosh)**  
513 S. Oak St. Traverse City, Michigan 49684  
(773) 835-8283 [SuzyChicago@gmail.com](mailto:SuzyChicago@gmail.com)

## **RELEVANT EXPERIENCE**

### **SENIOR PROGRAM OFFICER**

**February 2007 – Dec. 2015**

Chicago Community Trust

**Serves Chicago region**

- Maintained an annual grant portfolio of \$5 million by soliciting, reviewing, recommending and evaluating over 100 grants per year that advance Trust strategies in arts education, organizational capacity-building, audience diversity, creative youth development, and creative industries
- Represented The Chicago Community Trust on collaborative initiatives with other public, private, and corporate funders and partners
- Conducted training sessions and informational presentations for nonprofit organizations, donors, and funder colleagues
- Designed and implemented SMART Growth, a management capacity-building grant program that has impacted 100 small cultural organizations and been proven effective through independent evaluation
- Designed and implemented the Arts Infusion Initiative that exposes, inspires, and connects incarcerated and court-involved youth to arts programs that are infused with key social/emotional learning

### **DIRECTOR OF PROGRAMS & GRANTS**

**May 2002 – February 2007**

Arts & Business Council of Chicago

**Serves Chicago region**

Designed, managed, evaluated and secured grant funding for programs serving 300+ nonprofit arts/cultural organizations annually with budgets from \$100,000 to \$12 million.

- Supervised a staff of 5 to provide workshops and consulting services in strategic planning, marketing, financial management, Board training, audience development and diversification, organizational structure, and facilities planning

### **EXECUTIVE DIRECTOR**

**August 2000 – May 2002**

**Edgewater Community Council**

**Serves Northside Chicago community**

Led a 40 year-old community-based organization, which developed and funded programs for youth, seniors and immigrants, and supported numerous forms of collaborative community development initiatives to benefit Edgewater's diverse population of 60,000 residents.

- Worked extensively with community Board, political officials, donors and funders
- Supervised a staff of 12 to design and deliver innovative programs and services and secured private and foundation funding
- Hosted public hearings, community meetings, and fundraising events

**EXECUTIVE DIRECTOR**

**September 1995 – August 2000**

Rebuilding Together Metro Chicago

**Serves Cook County**

Led an emerging philanthropic community service organization, which mobilizes Chicago's major corporate resources, both human and financial, to undertake volunteer community improvement projects that promote understanding and empowerment.

- Managed 90 projects annually that engaged over 2,000 people
- *Built fledgling organization to a budget of almost \$1 million by increasing contributed revenue*

**CITY COMMISSIONER**

**1990 – 1995**

**Traverse City Commission**

**Traverse City, MI**

Elected to two terms of office in the regional hub and county seat of Grand Traverse County, Michigan.

- Chaired Grand Traverse Commons Redevelopment Corporation that saved and launched redevelopment of a landmark State hospital campus comprised of 1.2 million sq. ft. on 484 acres, preserving both the historic buildings and the open space
- Worked with nonprofit environmental organizations to ensure public funding for the purchase and preservation of more than 300 acres of land as public parks and beaches

**EDUCATION**

B.A. Sociology from St. Bonaventure University

M.A. Education from New York University

Pi Lambda Theta (Honors Education Sorority)

**COMPUTER SKILLS:**

- Microsoft Office, Slack, Sharepoint, Smart Simple, Foundation Power, social media, basic WordPress

To: Human Rights Commission

I am making application to become a member of the Human Rights Commission because the rights of minorities and the disadvantaged have been a passion of mine for years. As a matter of fact, I believe I now qualify as one of the disadvantaged.

My appointment as a member of the Commission would benefit Traverse City in various ways. First, I bring the perspective of someone who lived for many years in Chicago, and I saw first-hand how the system did not work for African-Americans, though I lived in one of the few Chicago neighborhoods which had actual diversity. I realize that Traverse City cannot boast of being diverse in most respects, though I have met a number of young people who self-identify as LGBT, and they are a significant minority here. Next, I am a Senior Citizen who has just enough money to get by – not by any stretch the affluence which has permeated most aspects of Traverse City life and government. I have a lengthy background in Education, having taught for a number of years on both the Elementary and Secondary levels in Chicago. I graduated from The Art Institute of Chicago, and hold a BFA with a major in Painting. I also became certified in Art Education. I am currently a Precinct Delegate in Garfield Township, and have volunteered and worked very hard for the election of progressive officeholders who advance people-centered programs and ideas. I also volunteer at the City Opera House, a position I recently acquired. I have also served as Membership Chairman of the Grand Traverse Newcomers.

As you can see, my experience is varied. It would help you to know that I have also been in Retail Management and Sales. I sold Real Estate in Springfield, Missouri for 16 years, and in the course of those occupations, I learned to relate to a broad spectrum of humanity, and to treat them with courtesy and respect.

I continue to be an Artist, and I feel that being that person has brought me a unique perspective on my surroundings, and has taught me to see in a way that emphasizes empathy.

You will probably have applicants who have more corporate experience, but you will not find another who cares more for her fellow man than I do. It would be a great pleasure and an honor to serve on the Commission.

Yours truly,

*Lynne G. Van Ness*

Lynne G. Van Ness

5105 Rosewood Drive, #211

Traverse City, MI 49685

231-944-0263

artist342@gmail.com

*It just struck me - I have had many friends who are Black, Oriental, and Hispanic. I know people of different ethnicities, religions and political persuasions. All valuable and precious, and a boon to the Commission!*

RECEIVED

NOV 22 2016



City of Traverse City  
Application to Become Involved

CITY OF TRAVERSE CITY  
CITY CLERKS OFFICE

Thank you for your interest in serving on one of Traverse City's boards or committees! Volunteers help to secure our community's beauty and promote its enhancement – Benjamin C. Marentette, City Clerk

Board/Committee you are interested in serving (indicate up to three): Human Rights Commission

Name: Lynne G. Van Ness

Residential Address: 5105 Rosewood Dr., Traverse City, MI 49685  
(Street) (City) (State) (Zip)

E-Mail Address: artist342@gmail.com

Preferred Phone No.: 231-944-0263 Additional Phone No.: —

Occupation: Retired - Education, Sales, Art (if retired, please provide your career)

Before submitting your application, please be sure to attach a brief letter indicating the following:

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
- Describe your involvement in the community on a board/committee or in another volunteer capacity.
- Any other helpful information relevant to your application.

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YES  NO  Do you or immediate family members currently serve on a City board or committee?  
If yes, which board? \_\_\_\_\_

YES  NO Did you attach the required letter outlining the items requested above?

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Lynne G. Van Ness  
Signature

11/21/16  
Date

Please return your application, letter, and optional resume to Benjamin C. Marentette, City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. If you have any questions, please feel free to contact our office at (231) 922-4480. Again, thank you for your interest!

November 17, 2016

Mr. Benjamin C. Marentette  
City Clerk  
400 Boardman Avenue  
Traverse City, MI 49684

**RECEIVED**

NOV 21 2016

CITY OF TRAVERSE CITY  
CITY CLERKS OFFICE

Re: Application to Become Involved

Dear Mr. Marentette,

This letter accompanies my Application to Become involved for consideration by the City Commission.

I moved to Traverse City in September of 2015. Now that I have settled into a routine life, I hope to become more involved in this lovely and dynamic city, and to participate so that other people enjoy it here as much as I do. Since I arrived, I've admired the way the city engages both citizen and business interests in a way that seems to work for everyone.

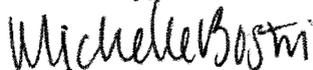
I am hoping to become involved on the Human Rights Commission. My passion has always been to advocate for a fair system of government that permits citizens to thrive. Protecting every person's basic dignity is a duty we owe to one another not just as cohabitants of a particular city or state, but as cohabitants of the globe.

I am also willing to serve on the Board of Tax Review and the Local Officers' Compensation Committee. I have a deep understanding of administrative law and I believe I have the technical skills to lend assistance to these important endeavors.

Finally, I offer an abbreviated resume: I hold a Bachelor of Arts in History & Literature from Newbold College in Berkshire, England. I graduated *cum laude* from Michigan State University College of Law in 2010 with a law degree and a special certificate in federal Indian law. Until 2013, I practiced law privately in Lansing, Michigan, handling cases including civil rights and criminal defense, mostly for indigent clients. In 2013, I moved to Manistee, Michigan, to work in-house with the Little River Band of Ottawa Indians, and in 2015 I finally landed in Traverse City to work in-house for the Grand Traverse Band of Ottawa and Chippewa Indians.

I am so fortunate to be living my dreams in this beautiful setting. I hope you will consider my application acceptable so that in some small way, I can share this good fortune with others by contributing to the operations of Traverse City.

Sincerely,



Michelle Bostic

City of Traverse City  
Application to Become Involved



Thank you for your interest in serving on one of Traverse City's boards or committees! Volunteers help to secure our community's beauty and promote its enhancement – Benjamin C. Marentette, City Clerk

Board/Committee you are interested in serving (indicate up to three): Human Rights  
Commission Board of Tax Review, Local Officers Compensation Comm'n.

Name: Michelle Bostic

Residential Address: 1225 Sauto Street Traverse City MI 49686  
(Street) (City) (State) (Zip)

E-Mail Address: mbostic@gmail.com

Preferred Phone No.: (231) 299-5587 Additional Phone No.: \_\_\_\_\_

Occupation: attorney (if retired, please provide your career)

**Before submitting your application, please be sure to attach a brief letter indicating the following:**

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Michelle Bostic  
Signature

11/16/2016  
Date

Please return your application, letter, and optional resume to Benjamin C. Marentette, City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. If you have any questions, please feel free to contact our office at (231) 922-4480. Again, thank you for your interest!

## Human Rights Commission

	<u>Initial Apt. Date</u>	<u>Termination</u>
<p>Lee Hornberger (Non-City Resident)            6730 Mission Ridge, TC, 49686            941-0746 (Res)  <a href="mailto:leehornberger@leehornberger.com">leehornberger@leehornberger.com</a></p>	<p>04/20/09</p>	<p><del>06/30/18</del>            06/30/18</p>
<b>Resigned</b>		
<p>Marilyn Jaquish (City Resident)            502 Sixth St., TC 49684            231-929-0740 (res)  <a href="mailto:marilyn.jaquish@gmail.com">marilyn.jaquish@gmail.com</a></p>	<p>05/02/16            (Effective 6/30/2016)</p>	<p>06/30/19</p>
<p>Susan Odgers, (City Resident)            612 Fifth St, TC, 49684            392-6843 (Res)  <a href="mailto:odgers_s@yahoo.com">odgers_s@yahoo.com</a></p>	<p>05/18/15            (Effective 6/30/15)</p>	<p>06/30/18</p>
<p>Barbara McClellan (City Resident)            501 Georgetown, No. 24, TC, 49684            941-2368 (Res)  <a href="mailto:bingo2755@gmail.com">bingo2755@gmail.com</a></p>	<p>07/06/10</p>	<p><del>06/30/17</del>            06/30/17</p>
<b>Resigned</b>		
<p>Mattias Johnson (City Resident)            517 Rose St, TC, 49686            883-1456 (Res)  <a href="mailto:tias.johnson@gmail.com">tias.johnson@gmail.com</a></p>	<p>07/07/14</p>	<p>06/30/17</p>
<p>Laura Nerone (City Resident)            619 West Ninth St, TC 49684            676-7600 (Res) 935-3791 (Bus)  <a href="mailto:dog1cat4@hotmail.com">dog1cat4@hotmail.com</a></p>	<p>06/04/12</p>	<p>06/30/18</p>
<p>Taylor Nash (City Resident)            423 N. Spruce, TC 49684            590-6417 (Res) 995-1139 (Bus)  <a href="mailto:tnash@nmc.edu">tnash@nmc.edu</a></p>	<p>09/02/14</p>	<p>06/30/19</p>
<p>Jodi Stinnet (City Resident)            1010 Nakoma Dr. TC, 49686            929-3894 (Res) 929-7070 (Bus)  <a href="mailto:jlstinnet@gmail.com">jlstinnet@gmail.com</a></p>	<p>7/15/13</p>	<p>06/30/19</p>

Patricia Nugent (Non-City Resident)  
11633 Willow Point Dr, TC, 49686  
989-859-9506 (Res)  
[patriciaannnugent@gmail.com](mailto:patriciaannnugent@gmail.com)

07/07/14

06/30/17

Kristine Bosley, Human Resource Director, 922-4481, [kbosley@traversecitymi.gov](mailto:kbosley@traversecitymi.gov),  
- Ex Officio (no voting authority) and staff.

All appointments are for 3-year terms expiring 6/30.

This commission consists of 9 members to be appointed by the Mayor with the approval of the City Commission. At least seven of the nine members shall be City residents.

The City Manager or his/her designee serves on the Human Rights Commission as Ex-Officio; the Ex-Officio is considered a Human Rights Commissioner, although such Commissioner has no voting authority, cannot make motions, and cannot be counted when determining a quorum, per 8/13/04 opinion from the City Attorney.

**Purpose** "To foster mutual understanding and respect among all groups and discourage discriminatory practices, formulate and carry out programs of community education and information, receive and act as conciliator regarding occurrences of acts of prejudice or discrimination, and secure the cooperation of various community groups in educational campaigns devoted to eliminating prejudice and discrimination."

Resolution reestablishing the Human Rights Commission was adopted by the City Commission on June 7, 1993; amended on December 7, 1998; reestablished June 6, 2005; and amended July 6, 2009 and September 4, 2012.

Meets 2nd Monday of each month at 5:30 pm.

**MINUTES**  
**TRAVERSE CITY PLANNING COMMISSION**  
**Regular Meeting**

Tuesday, October 4, 2016

7:00 P.M.

Commission Chambers  
Governmental Center, 2nd Floor  
400 Boardman Avenue  
Traverse City, Michigan 49684

1. **CALL MEETING TO ORDER** Chairperson Serratelli called the meeting to order at 7:00 p.m.
2. **ROLL CALL-** Mrs. Luick called roll for the Planning Commission.

**PRESENT:** Commissioners Michael Dow, Janet Fleshman, Michael Grant, Gary Howe, Vice-Chairperson Linda Koebert, Ross Richardson, Chairperson John Serratelli, Jim Tuller, and Camille Weatherholt

**ABSENT:** None.

**STAFF:** Russ Soyring, Planning Director; Missy Luick, Planning and Engineering Assistant

3. **ANNOUNCEMENTS-** Mr. Soyring announced that two public presentations by Joe Minicozzi regarding an analysis of our tax base will be held at 7:00 p.m. on October 10 at the State Theater and at 7:00 p.m. on October 11 at Lars Hockstad Auditorium.

Chairperson Serratelli thanked the Planning Department staff for their work related to tonight's large packet.

4. **CONSENT CALENDAR**

The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission, staff or the public may ask that any item on the consent calendar be removed therefrom and be placed elsewhere on the agenda for full discussion. Such requests will be automatically respected. If an item is not removed from the consent calendar, the action noted in parentheses on the agenda is approved by a single Commission action adopting the consent calendar.

- A. September 7, 2016 Regular Meeting minutes, September 20, 2016 Special Meeting minutes and September 26, 2016 Joint Study Session with the City Commission Meeting minutes (Approval recommended)
- B. Removed from the Consent Calendar
- C. Consideration of an Amendment to the Planning Commission Bylaws Revised September 28, 2016 to change the Planning Commission meeting start time from 7:30 p.m. to 7:00 p.m. (For introduction and possible action on November 1, 2016)

Commissioner Richardson asked that Item B be removed from the Consent Calendar.

Motion by Commissioner Richardson, second by Commissioner Koebert, that the Consent Calendar be adopted as amended.

Motion carried 8-0 (Commissioner Grant absent.)

**ITEM(S) REMOVED FROM THE CONSENT CALENDAR**

- Grand Traverse County Awards Nominations (Approval recommended)

Motion by Commissioner Richardson, second by Commissioner Howe, that the Planning Commission nominate *Tim Lodge, City Engineer and Nate Elkins, Influence Design Forum for a Certificate of Appreciation award* for outstanding work on the Pine Street Pedestrian Bridge; and nominate *Pine Street Pedestrian Bridge and Garland Street projects for Placemaking Awards*; and finally, that the Planning Commission nominate *Jan Warren for the Frank Purvis Stewardship Award* to the Grand Traverse County Chapter of Michigan Townships Association and the Grand Traverse County Planning Department for their Annual Awards Banquet.

Motion carried 8-0 (Commissioner Grant absent.)

Motion by Commissioner Howe that the Planning Commission nominates *Hotel Indigo as an Outstanding Development Project* to the Grand Traverse County Chapter of Michigan Townships Association and the Grand Traverse County Planning Department for their Annual Awards Banquet.

Motion failed due to lack of second.

**5. APPOINTMENTS**

- A.** Planning Commission appointment to Grand Traverse Commons Joint Planning Commission (Action requested)

Motion by Commissioner Howe, second by Commissioner Dow to nominate Commissioner Mike Grant to the Grand Traverse Commons Joint Planning Commission.

Motion carried 8-0 (Commissioner Grant absent).

- B.** Planning Commission appointment to Arts Commission (Action requested)

Motion by Commissioner Howe, second by Commissioner Dow to nominate Commissioner Jim Tuller to the Arts Commission.

Motion failed 2-6 (Commissioners Dow, Fleshman, Koebert, Richardson, Tuller and Weatherholt opposed, Commissioner Grant absent).

Motion by Commissioner Weatherholt, second by Commissioner Richardson to nominate Commissioner Linda Koebert to the Arts Commission.

Motion carried 8-0 (Commissioner Grant absent).

**6. CORRESPONDENCE**

- A. Community Development report from Jean Derenzy

Commissioner Grant arrived at 7:10 p.m.

**7. REPORTS**

- A. City Commission - Commissioners Richardson and Howe reported.  
B. Board of Zoning Appeals – No report.  
C. Grand Traverse Commons Joint Planning Commission - Commissioner Serratelli reported.  
D. Arts Commission- Commissioner Serratelli reported.  
E. Planning Commission  
1. Master Plan Review Committee—Commissioner Dow reported.  
2. Parking Regulation Committee- Commissioner Serratelli reported.  
3. Traffic Calming Review Committee- Commissioner Weatherholt reported.  
F. Planning Department—None.  
1. Public Engagement Plan Committee- No report.  
2. Community Development/Economic Development- No report.  
3. Capital Improvement Program- No report.

**8. OLD BUSINESS**

- A. Consideration of an amendment to the Traverse City Code of Ordinances Development (D-1, D-2, D-3) District, Section 1347.01 *Uses Allowed* regarding allowing manufacturing or processing of various products. (For introduction and possibly scheduling a Public Hearing for November 1, 2016)

Mr. Soyring summarized his September 28, 2016 memo to the commission regarding adding additional manufacturing/processing uses to the Development District with a limitation of 10,000 square feet in size for such use.

Commission discussion.

Motion by Commissioner Howe, second by Commissioner Weatherholt, that a Public Hearing be scheduled for November 1, 2016 to consider an amendment to the Traverse City Code of Ordinances, Development Districts (D-1, D-2, D-3), Section 1347.01 *Uses Allowed*, regarding allowing manufacturing or processing of various products.

Motion carried 9-0.

At 7:20 p.m., the meeting went into recess because the following agenda items could not be discussed prior to 7:30 p.m. due to the published public hearing notices.

The meeting reconvened at 7:30 p.m.

- B.** Public Hearing to consider an amendment to the Traverse City Code of Ordinances Section 1332.01 Single Family Dwelling (R-1a, R-1b) District *Uses Allowed* regarding changing the conditions allowing accessory dwelling units in the single-family dwelling districts. (Action requested)

Mrs. Luick summarized the September 29, 2016 communication to the Planning Commission on the topic. Staff conducted research, reviewed each permitted accessory dwelling unit (ADU) as part of the annual administrative review, sent surveys to those who live near the 9 completed accessory dwelling units and provided articles on the subject for consideration. After reviewing the information gathered, it is staff's recommendation to not proceed with an amendment to the ADU ordinance at this time.

Commission discussion.

A Public Hearing was opened. The following individuals addressed the commission:

- Brian Haas, 227 E. 10<sup>th</sup> Street
- Kathy Delaney-Borox, 214 W. 11<sup>th</sup> Street
- Jan Clelland, 211 W. 12<sup>th</sup> Street
- Linda Ludke, 750 Pine Street
- Tom Krause, city business owner

The Public Hearing was closed.

Commission discussion.

Motion by Commissioner Howe, second by Commissioner Grant, that an amendment to the Traverse City Code of Ordinances, Single Family Dwelling Districts (R-1a and R-1b), Section 1332.01 *Uses Allowed*, regarding changing the conditions allowing accessory dwelling units be recommended for approval to the City Commission.

Motion failed 3-6 (Commissioners Dow, Fleshman, Richardson, Serratelli, Tuller and Weatherholt opposed.)

Commission discussion included that a committee should possibly be established to review the ordinance and possibly recommend an amendment to the current ordinance.

- C. Public Hearing to consider a Special Land Use Permit (16-SLUP-01) request by Munson Medical Center to allow for a taller building at 1105 Sixth Street (Action requested)

Commissioner Weatherholt recused herself from agenda items 8C-8F due to an appearance of a conflict as she is employed by Munson Medical Center. Commissioner Weatherholt left the meeting at 8:19 p.m.

Mr. Soyring summarized the information provided in the Communication to the Planning Commission dated September 30, 2016. Staff reviewed the submission and finds it to be in conformance with the requirements provided two (2) conditions are met as detailed in the attached Staff Report 16-SLUP-01.

The following individuals presented to the Commission:

Steve Tongue, Vice President of Facilities  
Chris DeGood, AECOM

Commission discussion.

A Public Hearing was opened. The following individuals addressed the commission:

- Brenda Quick, 542 Fifth Street

The Public Hearing was closed.

Motion by Commissioner Koebert, second by Commissioner Richardson, that the request from Steve Tongue, Vice President of Facilities at Munson Medical Center for a Special Land Use Permit for a "Taller building" at 1105 Sixth Street

be recommended for approval with conditions as outlined in Staff Report 16-SLUP-01 to the City Commission.

Motion carried 7-1 (Commissioner Grant opposed, Commissioner Weatherholt recused.)

- D. Consideration of a Site Plan Review (16-SPR-02) request by Munson Medical Center for a family birth and children's center medical building located at 1105 Sixth Street (Action requested)

Mr. Soyring stated that Staff reviewed the site plan and finds it to be in conformance with the requirements provided seven (7) conditions are met as detailed in the attached Staff Report 16-SPR-02.

Motion by Commissioner Richardson, second by Commissioner Koebert, that the request by Steve Tongue, Vice President of Facilities at Munson Medical Center for Site Plan Review 16-SPR-02 for development of a family birth and children's center, surgery addition and parking deck located at 1105 Sixth Street be approved with 7 conditions as outlined in Site Plan Review Staff Report 16-SPR-02.

Commission discussion.

Motion carried 8-0 (Commissioner Weatherholt recused.)

- E. Public Hearing to consider a street vacation request by Munson Medical Center to vacate the 1100 block of Sixth Street and the opening of a new street approximately 200 feet north of this block (Action requested)

A Public Hearing was opened. The following individuals addressed the commission:

- Ellen Boyer, 722 Sixth Street

The Public Hearing was closed.

Motion by Commissioner Koebert, second by Commissioner Richardson, that the request by Steve Tongue, Vice President of Facilities at Munson Medical Center to vacate the 1100 Block of Sixth Street as requested by the applicant in their submittal provided any and all utility easements and associated costs with the relocation of the utilities and the street are borne by the applicant be hereby approved by the Planning Commission and such recommendation be forwarded to the City Commission for their consideration.

Motion carried 8-0 (Commissioner Weatherholt recused.)

Commissioner Weatherholt rejoined the meeting at 9:16 p.m.

- F. Public Hearing to consider a conditional rezoning request initiated by Thomas Darga of DargaWorks, Inc. to rezone properties commonly known as 205 and 211 Union Street and 205 Garland Street from C-4a (Regional Center District) to C-4b (Regional Center District) with conditions (Action requested)

Mr. Soyring summarized the information provided in the communication to the Planning Commission dated September 30, 2016. Staff concluded that the current zoning is adequate and did not recommend the conditional rezoning request be denied.

The following individuals presented to the Commission:

Nick Darga, DargaWorks, Inc.  
Thom Darga, DargaWorks, Inc.

Commission discussion.

A Public Hearing was opened. The following individuals addressed the commission:

- Rick Buckhalter, 932 Kelley Street
- Kent Nordine, 1331 S. Martin Lane, Empire
- Todd Okerstrom, 808 Westminster Road
- Jay Wheeler, 101 N. Park Street
- Rob Bacigalupi, DDA Executive Director
- Scott Hardy, 520 Washington Street
- Chuck Judson, downtown business owner
- Pete Kirkwood, 861 Washington
- Ellen Fivenson, 717 Bloomfield
- Patty Mercer, city property owner

The Public Hearing was closed.

Commission discussion.

Motion by Commissioner Richardson, second by Commissioner Weatherholt to defer taking action on the request until the November 1, 2016 Planning Commission meeting.

Motion carried 9-0.

**9. NEW BUSINESS**

Chairperson Serratelli informed the Commission that per the Planning Commission bylaws, no new items requiring action shall be taken after 10:00 p.m. unless otherwise determined by a majority of the Commission present.

Motion by Commissioner Richardson, second by Commissioner Dow to continue the meeting.

Motion carried 8-1 (Commissioner Howe opposed.)

A five minute recess was held.

The meeting reconvened at 10:44 p.m.

- A. Consideration of a Site Plan Review (16-SPR-03) request by Theodore R. Johnson of TJ Design Strategies, Ltd, on behalf of Costco Wholesale for a wholesale store and fuel station located at 125 E. South Airport Road (Action requested)

Mr. Soyring summarized the communication to the Planning Commission dated September 30, 2016. Staff reviewed the site plan and finds it to be in conformance with the requirements provided nine (9) conditions are met as detailed in the attached Staff Report 16-SPR-03.

The following individuals presented to the Commission:

Ted Johnson, TJ Design Strategies, presented on behalf of Costco Wholesale  
Karrie Zeits, presented on behalf of the Airport Commission

Commission discussion.

Motion by Commissioner Howe, second by Commissioner Weatherholt, that the request from Theodore R. Johnson, TJ Design Strategies, Ltd. on behalf of Costco Wholesale for Site Plan Review 16-SPR-03 for development of a wholesale store and fuel station located at 125 E. South Airport Road be approved with 9 conditions as outlined in Site Plan Review Staff Report 16-SPR-03 with consideration of the meeting findings held on October 3, 2016 with Airport Director, TART Trails Director, GT County Road Commission staff and East Bay Township planning staff regarding additional considerations for a 10 foot-wide multi-use path, sidewalk connections and pedestrian crossing.

Motion carried 9-0.

10. PUBLIC COMMENT- none.

11. ADJOURNMENT

Chairperson Serratelli adjourned the meeting at 11:18 p.m.

Date: November 1, 2016

Respectfully submitted,

Janet Fleshman RS  
Janet Fleshman, Secretary

**MINUTES**  
**TRAVERSE CITY PLANNING COMMISSION**  
**Study Session**

TUESDAY, October 18, 2016  
7:30 P.M.

Commission Chambers  
Governmental Center, 2nd Floor  
400 Boardman Avenue  
Traverse City, Michigan 49684

1. **CALL MEETING TO ORDER-** Chairperson Serratelli called the meeting to order at 7:30 p.m.

2. **ROLL CALL**

Mrs. Luick called roll for the Planning Commission.

PRESENT: Commissioners Michael Dow, Janet Fleshman, Mike Grant, Gary Howe, Vice-Chairperson Linda Koebert, Ross Richardson (arrived at 7:31 p.m.), Chairperson John Serratelli, Jim Tuller and Camille Weatherholt

ABSENT: None.

STAFF: Russ Soyring, Planning Director; Missy Luick, Planning and Engineering Assistant

3. **KIDS CREEK PROJECT, LOW IMPACT DESIGN AND GREEN INFRASTRUCTURE PRESENTATION, The Watershed Center (Discussion)**

Commissioner Richardson arrived at 7:31 p.m.

Sarah U'Ren, The Watershed Center, presented.

Commission discussion.

4. **TREE CANOPY GRANT, The Watershed Center (Discussion)**

Christine Crissman, The Watershed Center, addressed the Commission.

Commission discussion.

5. **NATURAL FEATURES OVERVIEW, Tim Lodge, Russ Soyring (Discussion)**

Mr. Soyring and Mr. Lodge addressed the Commission.

Commission discussion.

6. **SAW GRANT OVERVIEW, Tim Lodge (Discussion)**

Mr. Lodge addressed the Commission.

Commission discussion.

7. **OVERVIEW OF CHAPTER 1068 GROUND-WATER PROTECTION AND STORM-WATER RUNOFF CONTROL ORDINANCE AND ITS GUIDELINES, Tim Lodge (Discussion)**

Mr. Lodge addressed the Commission.

Commission discussion.

8. **IMPERVIOUS SURFACE LIMITS (SECTION 1368.03), Russ Soyring (Discussion)**

Mr. Soyring addressed the Commission.

Commission discussion.

9. **PUBLIC COMMENT**

Mr. Soyring commented that there are informational mailers regarding the 2016 Grand Traverse County Road Millage ballot proposal available at the Governmental Center.

10. **ADJOURNMENT**-Meeting was adjourned at 9:52 p.m.

Respectfully submitted,

Date: November 1, 2016

Janet Fleshman  
Janet Fleshman, Secretary *RS*

# CITY OF TRAVERSE CITY

## Minutes

### Traverse City Arts Commission

September 21, 2016

A Regular Meeting for the Traverse City Arts Commission was called to order in the Second Floor Conference Room, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 3:37 p.m.

The following were present, constituting a quorum: Mary Gillett, Christie Minervini, Jackie Shiners, Jason Dake, Matt Ross, Amy Shamroe, and Deb Lake.

Also present: Katie Zeits

The following were absent: None.

There being no objection, Chairwoman Gillett modified the order of the agenda to discuss the Bryan Crough Memorial before the David Barr Estate opportunity.

1. Various announcements were given.
2. First item being, "Consideration of approving minutes from the Regular Meeting of August 17, 2016 and the Special Meeting of September 13, 2016."

It was moved by Minervini, seconded by Shamroe to approve the minutes from the Regular Meeting of August 17, 2016 and the Special Meeting of September 13, 2016.

AIF/MC

3. Next item being, "Administration."
  - a. Public Art Trust Fund – By consensus, the Arts Commission would like to request additional funding from the City Commission and Downtown Development Authority for the next fiscal year.
  - b. Official approval of Public Art Guidelines – It was moved by Shamroe, seconded by Shiners, to approve the Public Art Guidelines as submitted with the September 21, 2016 packet materials.

AIF/MC

4. Next item being, "Updates."
  - a. Bryan Crough Memorial – Ms. Lake gave an overview of the Art Selection Panel's recommendation for the DeWitt Godfrey submission. Based on the few

materials provided by the artist finalist, the Arts Commission would like additional detail obtained before making a final decision.

The following addressed the Commission:

Patty Pelizzari  
Susan Nichols  
Debbie Hershey

5. Next item being, "Consideration of Barr Estate piece and its location."

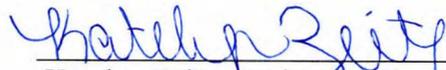
It was moved by Shinnars, seconded by Shamroe, that the Arts Commission supports efforts to secure public art from the Dave Barr Estate and recommends to the Art Selection Panel that Structurist Sculpture #10 be requested for placement at 8<sup>th</sup> and Woodmere and that Knossus be requested in the event the latter is not available for placement in the Warehouse District.

AIF/MC (Jason Dake abstained)

6. Next item being, "Public Comment."

None.

There being no objection, Chair Mary Gillett declared the meeting adjourned at 5:08 p.m.

  
\_\_\_\_\_  
Katelyn Zeits, Designated Secretary

# CITY OF TRAVERSE CITY

## Minutes

### Traverse City Arts Commission

September 13, 2016

A Special Meeting for the Traverse City Arts Commission was called to order in the Second Floor Committee Room, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 1:32 p.m.

The following were present, constituting a quorum: Mary Gillett, Christie Minervini, Jackie Shinnars, Jan Warren, and Deb Lake.

Also present: Katie Zeits

The following were absent: Amy Shamroe, Jason Dake, and Rick Korndorfer

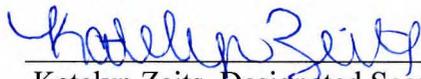
1. Various announcements were given.
2. First item being, "Consideration of a potential art donation opportunity."

By consensus, the Arts Commission is in favor of moving forward with an opportunity to work with the Dennon Museum Center to request public art from the Dave Barr Estate.

3. Next item being, "Public Comment."

None

There being no objection, Chair Mary Gillett declared the meeting adjourned at 2:50 p.m.

  
\_\_\_\_\_  
Katelyn Zeits, Designated Secretary

**CITY OF TRAVERSE CITY**

**Minutes**

**Coast Guard City Committee**

**October 6, 2016**

A Regular Meeting for the Coast Guard City Committee was called to order in the Second Floor Conference Room, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 3:00 p.m.

The following were present, constituting a quorum: Stan Simons, Steve Perdue, Greg Matyas, Tom Allard, Dan Baker, and Dave Barr (3:11 p.m.).

Also present was Katelyn Zeits.

The following was absent: Marty Colburn and Polly Cairns.

Stan Simons chaired.

Various Announcements were given.

1. First item being "Consideration of approving minutes from the September 1, 2016 regular meeting."

It was moved by Allard, seconded by Perdue to approve the minutes from the September 1, 2016 regular meeting.

AIF/MC (Colburn and Cairns absent)

2. Next item being, "Updates."
  1. Monument Project – Mr. Simons is working with Terry Walters of Ace Welding to draft a quote for the monument as drawn by the artists.
  2. Falcon Jet Display – This should be complete by July, 2017 and will be placed at Parsons and Airport Road.
  3. Grant Opportunities – The Committee was not successful in the recent Rotary Grant application. However, Mr. Simons will be applying for a Good Works Grant.

It was moved by Allard, seconded by Barr that Mr. Simons submit on behalf of the Committee for the Good Works Grant.

AIF/MC (Colburn and Cairns absent)

3. Next item being "Public Comment."

None.

4. Adjournment.

There being no objection, Chair Stan Simons declared the meeting adjourned at 3:31 p.m.

  
\_\_\_\_\_  
Katelyn Zeits  
Recording Secretary

**MINUTES**

**ACT 345 RETIREMENT SYSTEM**

DATE: September 28, 2016  
LOCATION: Mayors Conference Room, Government Center, 400 Boardman Ave., Traverse City, MI 49684  
TIME: 12:00 Noon.  
PRESENT: W. Twietmeyer, J. Bussell, J. Jenkins, C. Rueckert  
ABSENT: W. Kuhn  
GUESTS: C. Kuhn  
STAFF: J. Henderson

W. Twietmeyer called the regular meeting to order at 12:03 pm.

Moved by J. Jenkins, seconded by C. Rueckert that the minutes of the August 31, 2016 regular meeting be approved.

**Motion approved 4-0.**

Warrant No. 605 in the amount of \$200,145.05 for Retirees Benefits for October 2016 was approved and signed by J. Bussell and C. Rueckert.

J. Jenkins and C. Rueckert gave a presentation of the topics and items discussed at the recent MAPERS Conference. The Board asked various questions.

Chris Kuhn of the Bogdahn Group gave a presentation to the Board covering the asset allocation by manager. A snapshot was provided to the Board which included updated market values as of September 26, 2016. Performance of various managers was discussed along with rebalancing of the portfolio and updating the investment policy statement.

Moved by J. Jenkins, seconded by J. Bussell to reduce the high yield component of the fixed income down to \$100,000 and move the proceeds to the intermediate bond fund in the fixed income category as recommended by The Bogdahn Group.

**Motion approved 4-0.**

W. Twietmeyer distributed additional copies of the investment policy statement for the Board's review and preparation for making potential changes.

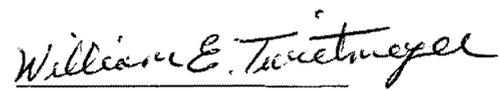
Moved by J. Bussell, seconded by J. Jenkins to authorize an additional \$805 for registration, lodging, and transportation for two members who attended the recent MAPERS Conference.

**Motion approved 4-0.**

Moved by J. Jenkins, seconded by C. Rueckert to adjourn.

**Motion approved 4-0.**

Meeting adjourned at 12:59 pm

  
William E. Twietmeyer  
Secretary/Treasurer

**TRAVERSE CITY  
LIGHT AND POWER BOARD**

Minutes of Regular Meeting  
Held at 5:15 p.m., Commission Chambers, Governmental Center  
Tuesday, August 23, 2016

**Board Members -**

Present: Pat McGuire, Amy Shamroe, Bob Spence, Tim Werner, Jan Geht, Jeff Palisin

Absent: John Taylor

**Ex Officio Member -**

Present: Marty Colburn, City Manager

**Others:** Karla Myers-Beman, Pete Schimpke, Kelli Schroeder, Scott Menhart, Jennifer St. Amour

The meeting was called to order at 5:15 p.m. by Chairman Geht.

Bob Spence requested item 2b be removed from the Consent Calendar for full discussion.

**Item 2 on the Agenda being Consent Calendar**

Moved by Shamroe, seconded by McGuire, that the following actions, as recommended on the Consent Calendar portion of the Agenda, be approved:

- a. Minutes of the Regular Meeting of August 9, 2016.
- b. *Removed.*

CARRIED unanimously.

**Items Removed from the Consent Calendar**

- a. Consideration of approving a contract exception with CC Power, LLC.

The following individuals addressed the Board:

Pete Schimpke, Manager of Operations & Engineering  
Karla Myers-Beman, Controller

Moved by Spence, seconded by Shamroe, that the Light & Power Board approves granting a contract exception with CC Power, LLC for the work pertaining to the Pole Replacement Project's obstructed and joint use poles that exceed five work days.

**Item 3 on the Agenda being Unfinished Business**

None.

**Item 4 on the Agenda being New Business**

1. Consideration of an updated organizational chart and approval of job descriptions.

The following individuals addressed the Board:

Kelli Schroeder, Manager of HR & Communications  
Pete Schimpke, Manager of Operations and Engineering  
Karla Myers-Beman, Controller

Moved by McGuire, seconded by Palisin, that the Board approves the changes to the organizational chart, the ACT group salary ranges and the job descriptions for the System Engineering/Key Accounts, Senior Field Technician and Field Supervisor positions as presented.

CARRIED unanimously.

2. Consideration of authorizing professional engineering and contract management services with GRP Engineering, Inc.

The following individuals addressed the Board:

Pete Schimpke, Manager of Operations and Engineering  
Michael McGeehan, GRP Engineering, Inc.

Moved by Spence, seconded by Shamroe, that the Board authorizes the Chairman and Secretary to enter into an agreement with GRP Engineering, Inc. for professional engineering and contract management services related to the 2016 Distribution Circuit Rehabilitation Circuit BW-31 Project in the not to exceed amount of \$74,750; subject to approval as to substance by the Executive Director, and as to form by General counsel.

**Item 5 on the Agenda being Appointments**

None.

**Item 6 on the Agenda being Reports and Communications**

- a. From Legal Counsel.
- b. From Staff.
  - 1. Karla Myers-Beman proposed paperless board meeting packets.
  - 2. Pete Schimpke explained the emergency purchase for Cass Road Substation.
  - 3. Pete Schimpke presented the system study update.
  - 4. Kelli Schroeder reported on the annual seedling giveaway.
- c. From Board.

Jeff Palisin indicated that Consumer's Power was putting in a smart meter at his business address.

**Item 7 on the Agenda being Public Comment**

There being no objection, Chairman Geht declared the meeting adjourned at 6:16 p.m.



\_\_\_\_\_  
Tim Arends, Secretary  
LIGHT AND POWER BOARD

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**TRAVERSE CITY  
LIGHT AND POWER BOARD**

Minutes of Regular Meeting  
Held at 5:15 p.m., Commission Chambers, Governmental Center  
Tuesday, September 13, 2016

**Board Members -**

Present: Pat McGuire, Amy Shamroe, Bob Spence, Tim Werner, Jan Geht

Absent: Jeff Palisin, John Taylor

**Ex Officio Member -**

Present: Marty Colburn, City Manager

**Others:** Tim Arends, Karla Myers-Beman, Pete Schimpke, Kelli Schroeder, Scott Menhart, Jennifer St. Amour

The meeting was called to order at 5:15 p.m. by Chairman Geht.

Chairman Geht removed items 3a, 4b, and 6a from the agenda until such time all Board members can be present.

**Item 2 on the Agenda being Consent Calendar**

None.

**Item 3 on the Agenda being Unfinished Business**

- a. Consideration of Coal Dock Proceeds Resolution.*(removed from Agenda)*
- b. Consideration of approving a construction contract with CC Power, LLC in the amount of \$325,045.00 for the Orchard Heights Overhead-to-Underground Conversion Phase 1 Project.

The following individuals addressed the Board:

Pete Schimpke, Manager of Operations & Engineering  
Tim Arends, Executive Director

Moved by McGuire, seconded by Shamroe, that the Board authorize the Chairman and Secretary to enter into a construction contract for the Orchard Heights Overhead- to - Underground Conversion: Phase 1 Project with C.C. Power, LLC in the lump sum amount of \$325,045; subject to approval as to substance by the Executive Director and as to form by General Counsel.

Further, authorizing the Executive Director to execute work orders for services and administer amendments and change orders that are in the best interest of the Light & Power department.

CARRIED unanimously.

**Item 4 on the Agenda being New Business**

1. Consideration of approving minutes of the Regular Meeting of August 23, 2016.

Moved by McGuire, seconded by Werner, that the Board approves the minutes of the Regular Meeting of August 23, 2016.

CARRIED unanimously.

2. City Funding Policy. (*removed from Agenda*)

**Item 5 on the Agenda being Appointments**

None.

**Item 6 on the Agenda being Reports and Communications**

- a. From Legal Counsel.

1. Consideration of trial & settlement strategy regarding the Estate of Zachary Adams vs. TCL&P and Trees, Inc. (Possible closed session) (*removed from Agenda*)

- b. From Staff.

1. Karla Myers-Beman presented the solar rate analysis.

The following individuals addressed the Board:

Tim Arends, Executive Director

2. Karla Myers-Beman presented a hand out on the municipal ordinance proposal.

Marty Colburn gave an update on the municipal utility bill dispute discussed by the City Commission.

The following individuals addressed the Board.

Tim Arends, Executive Director

- c. From Board.

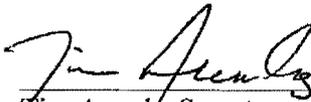
1. Shamroe requested that the items which were pulled from the agenda be brought back as staff reports with discussion before motions are considered.
2. McGuire and Spence agreed with Shamroe's request.
3. Chairman Geht confirmed that items 3a and 4b would come back to a study session when all Board members could be present.

**Item 7 on the Agenda being Public Comment**

The following individuals from the Public addressed the Board.

Kate Madigan, 400 Buffy St., ratepayer  
Rick Wilson, non-ratepayer

There being no objection, Chairman Geht declared the meeting adjourned at 6:02 p.m.

  
\_\_\_\_\_  
Tim Arends, Secretary  
LIGHT AND POWER BOARD

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**TRAVERSE CITY  
LIGHT AND POWER BOARD**

Minutes of Regular Meeting  
Held at 5:15 p.m., Commission Chambers, Governmental Center  
Tuesday, September 27, 2016

**Board Members -**

Present: Pat McGuire, Jeff Palisin, Amy Shamroe, Bob Spence, John Taylor, Tim Werner, Jan Geht

**Ex Officio Member -**

Present: Marty Colburn, City Manager

**Others:** Tim Arends, Karla Myers-Beman, Pete Schimpke, Kelli Schroeder, Scott Menhart, Mark Watson, Jennifer St. Amour

The meeting was called to order at 5:15 p.m. by Chairman Geht.

**Item 2 on the Agenda being Consent Calendar**

None.

**Item 3 on the Agenda being Unfinished Business**

None.

**Item 4 on the Agenda being New Business**

- a. Consideration of approving the minutes of the Regular Meeting of September 13, 2016.

Moved by Shamroe, seconded by McGuire, that the Board approves the minutes of the Regular Meeting of September 13, 2016.

CARRIED unanimously.

- b. Consideration of approving a Tree Trimming Services Agreement with Penn Line Service Inc. in the amount of \$563,409.60.

The following individuals addressed the Board:

Pete Schimpke, Manager of Operations & Engineering  
Tim Arends, Executive Director

Moved by McGuire, seconded by Shamroe, that the Board authorize the Chairman and the Secretary to enter into a three year Tree Trimming Services Agreement with Penn Line Service Inc. in the amount of \$563,409.60; subject to approval as to substance by the Executive Director and as to form by General Counsel.

CARRIED unanimously.

- c. Consideration of adopting a Resolution for Conceptual Support for High-Speed Digital Infrastructure Project.

The following individuals addressed the Board:

Jean Derenzy, Deputy Director Planning & Development, Community Development Officer for the City of Traverse City & Grand Traverse County  
Tim Arends, Executive Director

Moved by Shamroe, seconded by Taylor, that the Board adopts the Resolution for Conceptual Support for High-Speed Infrastructure Project as presented.

CARRIED unanimously.

The following individuals from the Public addressed the Board:

Michael Estes, 1023 Nakoma Dr., ratepayer

**Item 5 on the Agenda being Appointments**

None.

**Item 6 on the Agenda being Reports and Communications**

- a. From Legal Counsel.

1. Consideration of trial & settlement strategy regarding the Estate of Zachary Adams vs. TCL&P and Trees, Inc.

Moved by Taylor, seconded by McGuire, that the Board enter closed session to consider trial & settlement strategy regarding the Estate of Zachary Adams vs. TCL&P and Tress, Inc.

Roll Call:

Yes -- McGuire, Shamroe, Spence, Taylor, Werner, Palisin, Geht

CARRIED unanimously.

5:32 p.m. the Board entered closed session.

6:33 p.m. the Board returned to open session.

- b. From Staff.

1. Coal Docks Proceeds Resolution.

W. Peter Doren, General Counsel, suggested additional legal counsel review before further Board discussion. Consensus of the Board was to follow General Counsel advice. No discussion occurred.

2. City Funding Policy.

W. Peter Doren, General Counsel, suggested additional legal counsel review before further Board discussion. Consensus of the Board was to follow General Counsel advice. No discussion occurred.

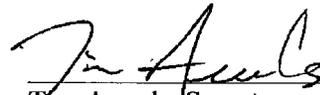
c. From Board.

**Item 7 on the Agenda being Public Comment**

The following individuals from the Public addressed the Board.

Rick Buckhalter, 932 Kelley St., ratepayer

There being no objection, Chairman Geht declared the meeting adjourned at 6:39 p.m.

  
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Tim Arends, Secretary  
LIGHT AND POWER BOARD

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**TRAVERSE CITY  
LIGHT AND POWER BOARD**

Minutes of Regular Meeting  
Held at 5:15 p.m., Commission Chambers, Governmental Center  
Tuesday, October 25, 2016

**Board Members -**

Present: Pat McGuire, Jeff Palisin, Amy Shamroe, John Taylor, Tim Werner, Jan Geht

Absent: Bob Spence

**Ex Officio Member -**

Present: Marty Colburn, City Manager

**Others:** Tim Arends, Karla Myers-Beman, Kelli Schroeder, Scott Menhart, Mark Watson, Blake Wilson, Tony Chartrand, Jennifer St. Amour

The meeting was called to order at 5:15 p.m. by Chairman Geht.

Tim Arends introduced TCL&P's new System Engineer/Key Accounts employee, Tony Chartrand.

Tim Arends made the announcement that Blake Wilson, TCL&P's Senior Field Technician was leaving the utility after 8 years of service.

**Item 2 on the Agenda being Consent Calendar**

Moved by McGuire, seconded by Shamroe, that the following actions, as recommended on the Consent Calendar portion of the Agenda, be approved:

- a. Minutes of the Regular Meeting of September 27, 2016.
- b. Authorizing a purchase order to Power Line Supply in the amount of \$39,815.70 for the Orchard Heights Overhead-to-Underground Phase 1 Materials Project.
- c. Declaring trailer surplus.

CARRIED unanimously.

**Item 3 on the Agenda being Unfinished Business**

None.

**Item 4 on the Agenda being New Business**

None.

**Item 5 on the Agenda being Appointments**

None.

**Item 6 on the Agenda being Reports and Communications**

- a. From Legal Counsel.
- b. From Staff.
  - 1. 2016 Customer Survey results.

The following individuals addressed the Board:

Cathlyn Sommerfield, Ph.D., CS Research & Consulting, LLC  
Kelli Schroeder, Manager of HR & Communications  
Tim Arends, Executive Director

- 2. Tim Arends introduced the Capital Plan Update.
  - 2a. June 30, 2016 Summary. (No formal presentation given.)
  - 2b. Karla Myers-Beman provided a recap of the Spruce Street Project.
  - 2c. Blake Wilson and Karla Myers-Beman provided an update on the Pole Replacements Project.
  - 2d. Blake Wilson and Karla Myers-Beman provided an update on the LaFranier Transmission Line Project.
- c. From Board.
  - 1. Marty Colburn presented the 2016 Road Millage Ballot Proposal.
  - 2. Tim Arends spoke on the Franklin EO presentation coming up at the 11/8/16 Regular Board Meeting.

None.

**Item 7 on the Agenda being Public Comment**

There being no objection, Chairman Geht declared the meeting adjourned at 6:10 p.m.



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Tim Arends, Secretary  
LIGHT AND POWER BOARD

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## MONTHLY OPERATING REPORT

**TO:** Martin Colburn, Traverse City Manager  
John Divozzo, Grand Traverse County

**COPY:** Dave Green, Director of Public Services  
Benjamin Marentette, City Clerk  
Traverse City Commission  
Grand Traverse County Board of Public Works  
Kevin Dahl, CH2M, Regional Business Manager

**FROM:** Elizabeth Hart, Project Manager 

**DATE:** November 15th, 2016

**SUBJECT:** Monthly Operations Report for October 2016

Attached to this report are the following items: October's report to the state, which has been submitted electronically, and a financial summary for the Traverse City Regional Wastewater Treatment Plant and the Grand Traverse County Septage Facility. The monthly loadings and flows for October will be included in November's report.

### TRAVERSE CITY

#### OPERATIONS AND PROJECTS

The Treatment Plant was in full compliance through the month of October. We submitted the Biosolids Annual Report to the Department of Environmental Quality.

As reported in September, the plant's National Pollution Discharge Elimination System (NPDES) permit requires that the facility will use ultraviolet light (UV) for disinfection. During the month of September, we experienced two separate membrane control component failures that led to the flooding of our UV module controls, rendering them inoperable. CH2M has developed and began implementing an action plan to prevent the UV modules' controls from future flooding. (Please refer to the table below) This plan has been submitted to the Michigan Department of Environmental Quality (MDEQ). The MDEQ has indicated that they would like us to identify options for moving the Ultra Violet Disinfection controls out of the Ultra Violet Disinfection channel by the end of November. CH2M is working to meet this deadline.

**Traverse City Regional Waste Water Treatment Plant UV Module Flooding Corrective Action Plan**

Action Item	Target Completion Date	Status ("Complete" or brief description of status)
Updates to the City of Traverse City	On Going	9/28/16-Notified City of UV Bypass on 9/28/16, give City updates in weekly staff meeting since bypass occurred, sent City action plan on 10/7/16, sent City action plan update on 10/25/16, sent City action plan update on 11/7/16, 11/9/16-met with City and discussed need to identify options for modifying UV technology so controls are no longer in UV channel, sent City action plan update on 11/10/16
Get all UV modules fully operational	Within 14 days of receiving additional bulbs and ballasts	On 10/12/16-Five Modules are operational, working on the final (6th module). We are waiting for the arrival of ordered supplies.
Purchase and install new level transducer for RAS channel B	Within 14 days of receiving the level transducer	Complete-New Level Transducer was installed on 10/18/16.
Add UV alarming that will call out when power is lost.	31/Oct/16	Complete-Identified and confirmed current wiring configuration from UV channel to PLC on 9/28/16. On 10/20/16, alarms were added that will callout in the event either channel of modules loses power. These alarms were tested on 10/21/16.
Add alarming to RAS channel level transducers that will callout when level transducer signal falls out of range and will trigger the control loop to default to operating off of the other RAS channel level transducer	31/Oct/16	Complete-e-mailed programmer to make necessary changes on 9/28/16. Programming was completed on 10/11/16. Alarms were tested on 10/18/16.
Examine programming options for minimizing surging from the Membrane System to UV channel	Target Date Revised to November 30th, 2016	11/14/16-We have adjusted the peak flow set point for each membrane train. We are in the process of evaluating if alarming can be added that will trigger the SCADA to call out when a peak flow event is triggered.
Identify options for moving the UV module controls out of the UV channel.	Target Date Revised to November 30th, 2016	CH2M engineer onsite to look at UV system and prints 10/7/16. CH2M engineer continues to look into different options.
Verify UV system flow capacity	Target Date Revised to December 1st, 2016 measurements and surveying complete-Final Capacity report completed by December 15th.	CH2M engineer onsite to look at UV system and prints 10/7/16. We took needed measurements on 10/21/16. CH2M is in the process of fine tuning the hydraulic model we need additional measurements, and we need to survey river to get current water elevation.
Identify options for modifying manhole between permeate header and UV channel to prevent overwhelming the manhole in high flow scenarios	Target Date Revised to December 30th, 2016	CH2M Engineer reviewing options. Identifying options for modifying the manhole is dependent on fine tuning our hydraulic model.



UV North Channel

UV South Channel



UV Module in channel. Controls are inside of hatched lid pictured here, UV lamps are under the water. DEQ wants controls out of channel



UV module  
Controls-  
Pictured above  
sitting on top of  
water in channel

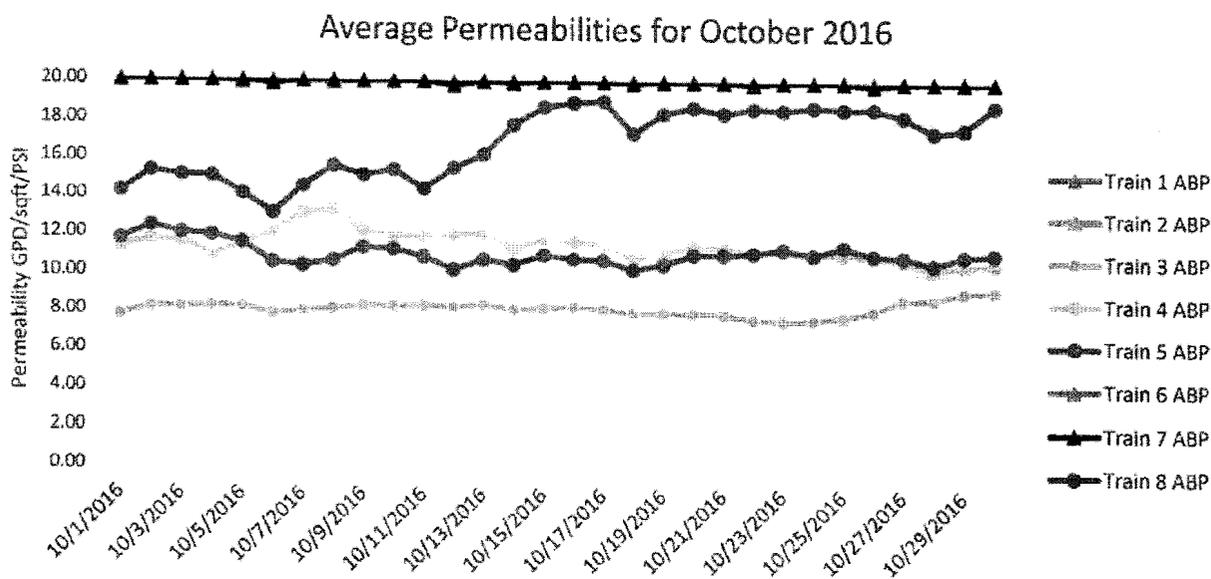
UV module lamps-  
under water in  
UV channel

We did not observe comma shaped Gram positive bacteria (CSGPB) in the biomass October. (Please refer to the photos below) We continue to monitor our biomass closely for any changes, and we have begun working with the University of Michigan to better understand these microorganisms.

Microscope Pictures of Treatment Plant Biomass -10/10/16



We are able to permeate at a rate that can more than meet current flow demands and produce an effluent that meets, and for many parameters, exceeds DEQ requirements. (Please refer to the permeability graph below)



**Note: Trains that have triangle shaped markers have 500Ds cassettes. (On this graph, trains 1, 2, 6, and 7 have very similar permeabilities and as a result their trend lines overlap)**

We adjusted the odor control building wash times so that the canisters would be washed from 12:00a.m. to 2:00a.m. during low demand.

### Maintenance

Northwest Lock repaired the lock on the Riverine Lift Station can.

We repaired the south Sieve Drum Concentrator (SDC) feed pump.

We repaired the north SDC feed pump.

We replaced the north polymer feed pump, and ordered spare parts for inventory.

We replaced the shear pins on the piston pump for the west biosolids storage tank.

We installed new lighting at the east biosolids loadout.

We installed a new timer relay for boiler #2.

We replaced one of the valves on north primary tank #2.

We replaced the level transducer for return activated sludge channel B.

We replaced all the batteries in the Uninterruptable Power Supplies (UPSs) in the membrane building control room.

We had Elmer's add a cement ramp leading to the UV channel so that we could more readily move UV modules with the use of the fork truck.

The door on the west entrance to the administration building was repaired.

TCRWWTP Items of importance		
TCRWWTP action items	Status	Estimated total cost
UV action plan item	Options for raising UV module controls out of the UV channel to be identified by November 30, 2016	TBD
Membrane replacement (890)	The City has decided to replace one train of membranes per year until all 8 trains are replaced. <b>We recommend budgeting to replace trains at 8yrs of life.</b> Four trains replaced Four trains remain	800,000/train (updated per GE's 2016 proposal)
Comma-shaped gram-positive bacteria(CSGPB)	The University of Michigan's study of the comma shaped Gram positive bacteria is underway.	\$125,000
Primary header	The primary header, or piping that conducts the waste stream from the grit chambers to the facility's primary tanks, is in need of replacement. CH2M included in City's capital improvements for 2017/2018. (#902)	\$500,000 (updated per first engineering firm proposal-looking for less expensive options)
Digester condition assessment and reconditioning	Digesters #3 and #4 have been in service since 1959. CH2M recommends a condition assessment and related reconditioning for each digester within the next three years. CH2M included this recommendation in the City's capital improvement plan. (#966 Condition Assessment, and #948 Reconditioning) CH2M obtained two bid responses to our digester #3 condition assessment Request for Proposal. We chose the low bid.	\$125,000/Digester
TBA Lift Station Pumps, Controls, Pump pit needs reconditioning.	Contractors have installed the new control panel, and the pump pit has been relined as of 7-11-16. CH2M reviewed the punch list for the controls with the contractor. Pumps and alarms are operating as they should. (Capital Improvement #892)	\$75,000
Membrane gates need replacing	Eight membrane gates and two aeration basin gates replaced as of Spring 2016. 8 additional membrane gates to replace.	\$44,874/ 4 gates installed
Front Street Lift Station and main plant programmable logic controls (PLC )5 upgrade	Front Street and the Main plant both have a PLC 5 that is obsolete and difficult to support. CH2M recommends the replacement of both PLC 5s in the City's 2016/2017 capital improvement plan. (#899)	\$152,640
Reconditioning of three Archimedes Screw Pumps and trough	CH2M recommends replacing one screw per year until all screws have been replaced, and reconditioning the troughs at the same time. (Capital Improvement #893) The new screw body has been received. Elmer's has begun the rehabilitation of the trough walls.	\$410,000/Screw Pump
West SST needs a new Bio-solids pump	The plant is required to have a pump that can fill hauling trucks at a certain rate, and the piston pump that is currently in use has been in place since the 1970s, and fails often. CH2M recommends replacing the current West SST piston pump with a new pump. This recommendation is included in the City's 6 year capital Improvement Plan. (Capital Improvement #894)	\$104,411

## **IPP**

Analyses results for the Control Authority sample collected at Munson Medical Center's Outfall-003 on September 29<sup>th</sup>, showed that Munson Medical Center's discharge had returned to compliance and they do not qualify for Significant Non-Compliance for this quarter. We met with Munson Medical Center this month to discuss the Total Suspended Solids and ph violations they have had at Outfall-003. They are going to return the dishwasher flow to its original position, flowing out their Outfall-003 instead of Outfall-001. They are also going to begin the process of figuring out where to install a larger grease interceptor.

We inspected Press On Juice at the Eighth St. location. We observed a large buildup of pulp in the screens at the bottom of the kitchen sink and standing water in the drain connected to the floor sink. These things indicate that pulp is likely getting into the drain and clogging up the pipes, further illustrating the need for an Inspection Manhole at this location.

The County DPW reported a high grease discharge coming from Copper Falls. The grease interceptor was last cleaned in May of this year. We spoke with the General Manager who indicated he would have the grease interceptor serviced right away. We will follow-up to verify this cleaning is performed.

A new restaurant is opening at 120 South Union Street and the owner contacted us to find out if he needed to install an Inspection Manhole (IMH) for that building. We determined that it isn't practical to install an IMH at this location because to do so would compromise the structure of the building, and occupy a public right of way.

GTCSF items of importance		
GTSF action items	Status	Estimated cost
Biofilter media replacement	Completed	
ATAD tank cleaning	Completed	
Pump pulling capabilities needed	Completed	
SNDR pump seal is leaking-2016	New pump purchase approved by BPW/recieved-CH2M to install when high temperature alarm has been installed-Completed	
Pumps are aging - 2016, 2018, 2020	Pump Replacement included in the 5-year capital improvement plan for Post Equalization basin, Influent Equalization basin, and both lift stations. CH2M ordered replacement pumps and rails for the Post Equalization basin. CH2M included the addition of grit removal in 5 year capital plan. (feasibility study needed)	\$7,500/pump
Modification to foul air - 2017	CH2M recommends the following modifications be made to the foul air system: connect Post EQ to system, and redirect ATAD foul air to SNDR tank. This project is included in the Capital improvement plan.	\$30,000
Grit removal - 2018	CH2M included the addition of grit removal in 5-year capital plan. (feasibility study needed)	TBD
Fine screens modification needed to remove rags and not impede forward flow - 2018	CH2M has developed a modification strategy/included in the 5-year capital plan.	\$18,000
rock trap for grease pump-needed to protect pump from large debris - 2018	CH2M developed a plan for installing a rock trap in the suction line of the grease pump, and provided a rough budgeting number included in the 5-year capital improvement plan	\$18,000
Bio-solids load out pipe needed - 2020	CH2M recommends a sludge load-out pipe be installed so semis can be loaded with biosolids from outside the building. CH2M included this recommendation in the 5-year capital improvement plan.	\$7,500
Sludge storage capacity - 2020	CH2M recommends a feasibility study be done on the expansion of sludge storage. This recommendation was included in the 5-year capital improvement plan.	TBD

GTSF reoccurring projects		
Project	Frequency	Estimated Cost
Biofilter media replacement	Work completed in 2014 and should be budgeted for on a 7-year basis.	\$130,000
ATAD tank cleaning	Completed in 2015 and should be budgeted for every 7 years.	\$46,000
Grit removal	Cleaning of the Unloading Bay rock traps and floor drains as needed	\$1,200 each cleaning—estimated \$14,400/year
	Annual cleaning of the influent equalization basin-Completed in October 2016	\$36,000
	Annual cleaning of the post equalization basin (note 2016 is the first year this tank will be cleaned out, it maybe that this tank needs to be cleaned out every 5 years, but for budgeting purposes I would count on every year)-Completed in October 2016	\$10,000
MBR tanks cleaned	First to be done in 2017	TBD

### Operations

The daily average effluent BOD loading for the month of October was 4.49 lbs. /day.

We observed the average unloading time for the haulers in October to be 14.6 minutes, with an average unloading rate of 192 gallons/minute. The following photos show the general condition of the unloading bays. The bays are cleaned a minimum of twice a day.

### Unloading Bays (10-21-16)





PCS cleaned both the influent equalization tank and the post equalization tank. 124yards of grit were removed from the Influent equalization tank and 75 yards of grit were removed from the post equalization tank. This is the first year the post equalization tank was cleaned.

### **Maintenance**

- We installed new rubber gaskets around the rock traps in the unloading bays to reduce spray.
- The east bay south door had a broken wire on the inside controller that was making the door close before it should. We repaired the wire and the door is now working fine.
- Topline rescaled the level transducer for the west MBR.
- We painted the pipes in the unloading bays.

**Other**

Below is a table of projects CH2M recommends. Items within the table are subject to change as the needs of the Septage Facility shift and priorities are adjusted. John Divozzo and CH2M continue to work together to prioritize the facility's needs. This table has been updated as of October 2016, to reflect the completion of the post equalization tank cleaning.

<b>Capital Improvement Recommendations-Listed in Order of Importance</b>		
<b>Contract Year</b>	<b>Project</b>	<b>Estimated Cost</b>
2016	post equalization tank cleaning-Completed	
2016	Sludge storage pump repair (original estimate \$20,000)	\$14,696
2016	Two post equalization pumps replaced-BPW approved project CH2M to install pumps before winter 2016	\$25,000
2017	Modify foul air system	\$30,000
	-Connect post EQ to system	
	-Redirect ATAD foul air to SNDR tank	
2017	MBR tank cleaning	TBD
2018	Modify fine screens and compactor	\$18,000
2018	Grit removal feasibility study	\$12,000
2018	Grit removal system added (requires feasibility study)	TBD
2018	Replace four Lift Station/EQ tank submersible pumps	\$28,000
2018	Install rock trap on grease load out line	\$18,000
2019	Replace east & west load out rock traps	\$65,000
2019	Sludge storage feasibility study	\$10,000
2020	Sludge load out line	\$7,500
2020	Replace two Lift Station/EQ tank submersible pumps	\$14,000
2020	Sludge storage expansion	TBD
2021	Generator electrical configuration evaluation	TBD
2021	Blowers 1,2,3 inspected and maintained	TBD

**Traverse City Regional Waste Water Treatment Plant**

EXPENSE CATEGORY	Oct-16			Year End				Comments
	Budget	Actuals	Variance	Budget	YTD Total	Forecast	Variance	
CHEMICALS	\$ 16,936.91	\$ 9,673.41	\$ 7,263.50	\$ 203,242.96	\$ 40,533.08	\$ 176,028.39	\$ 27,214.57	
CLIENT PLANT & EQUIP (Non Repairs)	\$ -	\$ 349.97	\$ (349.97)	\$ -	\$ 2,616.81	\$ 2,616.81	\$ (2,616.81)	
DUES AND SUBSCRIPTIONS	\$ 62.50	\$ 263.88	\$ (201.38)	\$ 750.00	\$ 263.88	\$ 763.88	\$ (13.88)	
EDUCATION, TRAINING, MEETINGS	\$ 391.67	\$ 330.42	\$ 61.25	\$ 7,700.00	\$ 2,917.35	\$ 6,050.68	\$ 1,649.32	
ELECTRICITY	\$ 40,400.00	\$ 34,387.00	\$ 6,013.00	\$ 484,800.00	\$ 104,903.51	\$ 428,103.51	\$ 56,698.49	
EMPLOYEE EXPENSE	\$ 789.21	\$ 857.55	\$ (68.34)	\$ 9,470.55	\$ 5,368.49	\$ 11,682.19	\$ (2,211.64)	
INSURANCE	\$ 3,044.66	\$ 3,597.86	\$ (553.20)	\$ 36,535.95	\$ 10,761.30	\$ 35,118.60	\$ 1,417.35	
LABOR	\$ 72,432.57	\$ 96,265.34	\$ (23,832.77)	\$ 853,348.07	\$ 301,836.40	\$ 867,790.72	\$ (14,442.66)	Condition Assesment at facility and lift stations, Engineering work on capacity of LIV channel , Improved programming of SCADA to reduce vulnerabilities
OPERATING EXPENSES	\$ 13,047.49	\$ 20,764.07	\$ (7,716.58)	\$ 140,387.17	\$ 55,702.99	\$ 147,815.30	\$ (7,429.11)	New belts for the membrane scour air blowers, Filters for the facility's HVAC
OUTSIDE SERVICES	\$ 7,643.08	\$ 17,122.80	\$ (9,479.72)	\$ 91,717.00	\$ 30,248.40	\$ 91,393.07	\$ 323.93	Temporary Employee Labor
SOLIDS HANDLING	\$ 700.00	\$ 20,581.83	\$ (19,881.83)	\$ 173,433.00	\$ 71,545.24	\$ 187,167.24	\$ (115,622.00)	
SUPPLIES	\$ 916.67	\$ 5,566.94	\$ (4,650.27)	\$ 11,000.00	\$ 7,172.92	\$ 14,506.25	\$ (3,506.25)	
TELECOMMUNICATIONS	\$ 850.00	\$ -	\$ 850.00	\$ 10,200.00	\$ 3,051.45	\$ 9,851.45	\$ 348.55	
TRAVEL COSTS	\$ 1,591.01	\$ 2,292.35	\$ (701.34)	\$ 26,842.08	\$ 11,837.53	\$ 24,565.59	\$ 2,276.50	
UTILITIES-OPERATIONS	\$ 1,212.50	\$ 1,268.61	\$ (56.11)	\$ 14,550.00	\$ 3,698.39	\$ 13,398.39	\$ 1,151.61	
CY27 REPAIRS	\$ 10,416.67	\$ 46,360.59	\$ (35,943.92)	\$ 125,000.00	\$ 69,525.90	\$ 152,859.23	\$ (22,833.33)	See Table Below
<b>TOTALS</b>	\$ 170,434.94	\$ 259,682.62	\$ (89,247.68)	\$ 2,188,976.78	\$ 721,983.64	\$ 2,169,711.30	\$ 19,265.48	

October Repair Expenses Over \$1,000	
Item	Cost
Hydrodynamics-2-submersible pumps for TBA Lift Station	\$27,022
Gravity Belt Concentrator Replacement Belt and Seals	\$3,228.42
Endress Hauser -Train 1 Flow Meter Verification	\$1,238.00
Kennedy Industries-Membrane Train's Scour Air Valve Replacement	\$2,947.71
Seals for Membrane Distribution Channel Stop Logs	\$2,116.00
Topline-Polymer Feed Controls Troubleshooting	\$1,116.25

**Grand Traverse County Septage Facility**

EXPENSE CATEGORY	Oct-16			Year End			
	Budget	Actuals	Variance	Budget	YTD Total	Forecast	Variance
CHEMICALS	\$ 276.30	\$ 36.95	\$ 239.35	\$ 3,315.60	\$ 1,646.83	\$ 3,857.23	\$ (540.63)
CLIENT PLANT & EQUIP (Non Repairs)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DUES AND SUBSCRIPTIONS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EDUCATION, TRAINING, MEETINGS	\$ 4.58	\$ -	\$ 4.58	\$ 55.00	\$ -	\$ 36.67	\$ 18.33
ELECTRICITY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EMPLOYEE EXPENSE	\$ 65.23	\$ -	\$ 65.23	\$ 782.75	\$ 378.68	\$ 900.51	\$ (117.76)
INSURANCE	\$ 310.94	\$ 248.88	\$ 62.06	\$ 3,731.23	\$ 828.36	\$ 3,315.85	\$ 415.38
LABOR	\$ 10,406.58	\$ 9,187.32	\$ 1,219.26	\$ 122,529.08	\$ 35,074.36	\$ 116,312.82	\$ 6,716.26
OPERATING EXPENSES	\$ 895.84	\$ 686.82	\$ 209.02	\$ 10,648.06	\$ 6,439.82	\$ 13,519.10	\$ (2,475.04)
OUTSIDE SERVICES	\$ 4,416.67	\$ 1,139.12	\$ 3,277.55	\$ 53,000.00	\$ 2,266.17	\$ 37,599.50	\$ 15,400.50
SOLIDS HANDLING	\$ 2,772.50	\$ 2,627.15	\$ 145.35	\$ 33,270.00	\$ 17,681.51	\$ 39,861.51	\$ (16,349.99)
SUPPLIES	\$ 75.00	\$ 112.90	\$ (37.90)	\$ 900.00	\$ 180.56	\$ 780.56	\$ 119.44
TELECOMMUNICATIONS	\$ 96.00	\$ -	\$ 96.00	\$ 1,152.00	\$ 329.76	\$ 1,097.76	\$ 54.24
TRAVEL COSTS	\$ 79.17	\$ -	\$ 79.17	\$ 950.00	\$ 61.56	\$ 694.89	\$ 255.11
UTILITIES-OPERATIONS	\$ 15.63	\$ -	\$ 15.63	\$ 187.50	\$ -	\$ 125.00	\$ 62.50
CY11 REPAIRS	\$ 833.33	\$ 12,262.23	\$ (11,428.90)	\$ 8,333.33	\$ 24,158.14	\$ 30,824.81	\$ (7,666.67)
<b>TOTALS</b>	\$ 20,247.76	\$ 26,301.37	\$ (6,053.61)	\$ 238,854.55	\$ 89,045.75	\$ 248,926.21	\$ (10,071.66)

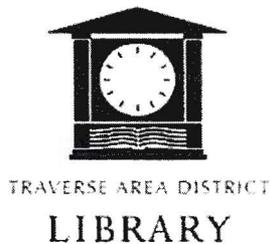
October Repair Expenses Over \$1,000	
Item	Expense
Topline Electric-Temperature Sensors for Pumps in the ATAD Basement	\$7,670.83
Hurst Mechanical-HVAC Repair	\$2,835.34
One Stop Resource-Replace VFD for Post EQ Pump #2, and purchase spare VFD for shelf	\$1,560.00

No Discharge

Parameter	Quantity or Loading	Units	Quality or Concentration	Units	Sample Freq	Sample Type
Flow 50055	Sample Measurement: 4,584	MGD	Sample Measurement: 4,900	MGD	Daily	Report Total Daily Flow
Final Effluent (1)	Permit Requirement: (Report) Maximum Monthly Average		(Report) Maximum Daily		Daily	Report Total Daily Flow
Total Suspended Solids 06531 Prior to Disinfection (B)	Sample Measurement: <40	mg/L	Sample Measurement: <44	mg/L	3X Weekly	24-Hr Composite
	Permit Requirement: 2700 Maximum Monthly Average		3300 Maximum 7-Day Average		3X Weekly	24-Hr Composite
Carbonaceous Biochemical Oxygen Demand (CBOD5) 81032 Prior to Disinfection (B)	Sample Measurement: <81	mg/L	Sample Measurement: <87	mg/L	3X Weekly	24-Hr Composite
	Permit Requirement: 1100 Maximum Monthly Average		2800 Maximum 7-Day Average		3X Weekly	24-Hr Composite
Total Phosphorus (as P) 80465 Prior to Disinfection (B)	Sample Measurement: 10	mg/L	Sample Measurement: 15	mg/L	3X Weekly	24-Hr Composite
	Permit Requirement: 86 Maximum Monthly Average		(Report) Maximum Daily		3X Weekly	24-Hr Composite
Total Mercury 71800 Final Effluent (1)	Sample Measurement: 0.12	mg/L	Sample Measurement: 0.13	mg/L	Quarterly	Calculation
	Permit Requirement: (Report) Maximum Monthly Average		(Report) Maximum Daily		Quarterly	Calculation
Total Silver 91077 Prior to Disinfection (B)	Sample Measurement: <0.02	mg/L	Sample Measurement: <0.02	mg/L	Weekly	24-Hr Composite
	Permit Requirement: 0.88 Maximum Monthly Average		(Report) Maximum Daily		Weekly	24-Hr Composite
Fecal Coliform 74055 Final Effluent (1)	Sample Measurement: <<<	MPN/100mL	Sample Measurement: <<<	MPN/100mL	3X Weekly	Grab
	Permit Requirement: <<<		<<<		3X Weekly	Grab
CRODS Minimum % Removal 90091 Percent Removal (C)	Sample Measurement: <<<	%	Sample Measurement: <<<	%	Monthly	Calculation
	Permit Requirement: <<<		95 Minimum Monthly % Removal		Monthly	Calculation
Total Suspended Solids Minimum % Removal 81011 Percent Removal (K)	Sample Measurement: <<<	%	Sample Measurement: <<<	%	Monthly	Calculation
	Permit Requirement: <<<		85 Minimum Monthly % Removal		Monthly	Calculation
pH 06000 Final Effluent (1)	Sample Measurement: <<<	ppm	Sample Measurement: <<<	ppm	3X Weekly	Grab
	Permit Requirement: <<<		60 Minimum Daily		3X Weekly	Grab
Dissolved Oxygen 06300 Final Effluent (1)	Sample Measurement: <<<	mg/L	Sample Measurement: <<<	mg/L	3X Weekly	Grab
	Permit Requirement: <<<		40 Minimum Daily		3X Weekly	Grab

General Report Comments

1745-CC  
Reports



Board of Trustees Regular Meeting  
MINUTES (approved)  
Thursday, October 20, 2016 at 5:00pm  
McGuire Community Room  
610 Woodmere Ave., Traverse City, MI 49686

**1. Call to Order**

The meeting was called to order by President Gillman at 5:02pm. Present were Gillman (President), Marek (Vice President), Kachadurian (Treasurer), Jones, Payne, and Moyer (Trustees). Beasley (Secretary) was absent. Also present were Zeits (Counsel), Parsons (Director), Olson and Carpenter (Staff).

**2. Approval of agenda**

Marek requested to amend the agenda to include as item 6.5 Selection of Acting Secretary to assign temporary board secretary responsibilities due to Secretary Beasley's absence. It was MOVED by Marek, SUPPORTED by Kachadurian, to approve the agenda as amended. Motion CARRIED.

**3. Approval of minutes**

It was MOVED by Marek, SUPPORTED by Jones, to approve the regular meeting minutes of September 15, 2016, as presented. Motion CARRIED.

**4. Public Comment**

President Gillman opened the floor for public comment. The following people addressed the board: Tom Mair, Traverse City resident and member of the TADL Friends of the Library announced that he is running for Grand Traverse County Commissioner District 2, opposing Christine Maxbauer.

**5. Reports and Communications**

a. *Director Report*

Parsons confirmed her written report and added the following:

- The 2017 budget process is well underway.
- Parsons attended the TADL's first official meeting as a member of the Northland Library Cooperative (NLC). Parsons is serving on the Plan of Service Committee which helps establish offerings and benefits to the members of the Co-op. The relationship established with NLC has been positive and Parsons is happy that TADL has made the move to NLC.
- Bloxson Roofing and Siding Company began their analysis of the roofing problem. As expected, rot was found under the metal roof. They will write up a full report and recommendations when the analysis is complete. Unfortunately, the roof was installed incorrectly by another company which is no longer in business. Parsons is researching compensation avenues.

President Gillman noted that Administrative Reports were included in the board packet. There were no additions to those reports.

b. *Financial Report*

Parsons confirmed her September reports, highlighting the following:

- Revenue – Revenues received are over budget by more than \$37,000. Tech Services support payment from Kalkaska County Library is expected before year's end. Overdue and replacements are trending down as expected and interest is unexpectedly up over 2015. The

Friends of TADL will be reimbursing costs for the Youth Services furnishings in the Read to Me Corner. The Talking Book Library received a donation of \$600.

- Expenses – Salaries and wages are within budget. Parsons expects health and hospitalization expense to be slightly over budget due to some changes with staff makeup, the renewed union contract agreement, and retirement fund contributions. The changes should be reflected next month. Expenses are in good shape, with 73.4% at the three quarter mark.

c. *Member Library Reports*

- Renee Kelchak, Director of Interlochen Public Library (IPL), reported that on Chemical Cares Day, 11 volunteer employees from Chemical Bank cleaned all of the children's books and DVD's. Craft programs have been well attended. Redeemer Lutheran Church is hosting a pancake breakfast for the library building fund. In conjunction with the national Dolly Parton Imagination Library program, IPL will host several storytimes over the next year for participating families in Grawn and Blair Townships. Through the program, children of these families from birth to age five will also receive one free book per month. Planning has started for the annual holiday party.
- Julie Kintner, Director of Fife Lake Public Library (FLPL), provided a written report to the board and noted that FLPL has started a reading therapy dog program. Pete, the therapy dog, provides listening opportunities at the library and also once a week at the local elementary school. Two patrons participated in the Born to Read ambassador workshop and Kintner highlighted upcoming programs including M.A.P.I.T., Lord of the Gourd, and a Veterans Luncheon.
- Parsons read a statement from Vicki Shurly, Director of Peninsula Community Library (PCL), announcing a decision by the PCL board of trustees to begin a building project for the library. The announcement included Shurly's request for community support of that decision, provided brief background information on property owned by PCL, addressed the uncertain status of Old Mission Peninsula School where PCL is located, and invited the public to share in the building project assuring the community that there will be always be a library for the residents.

d. *Committee Reports*

- Facilities and Services Committee – Payne reported that the committee had met and discussed a resolution for board approval regarding the consideration of a Blair township Branch Library, agenda item 7a later on the agenda.
- Finance Committee – Kachadurian reported that the committee had met and discussed adoption of the contract between TADL and the Teamsters, agenda item 7d, later on the agenda. The committee felt that following an adoption of the contract, which includes a change from the MERS Defined Benefit Plan to a Defined Contribution Plan, it would be in TADL's best interest to convene with MERS representatives and determine the projected unfunded liability figures moving forward and to put a payment position together for board approval at a later date.
- Personnel Committee – Kachadurian reported that the committee had not met.
- Policy Committee – Jones reported that the committee had met and discussed a revision of the bylaws to include the Pledge of Allegiance in section 3.7, Order of Business, which is item 7b later on the agenda.

e. *Other Reports and Communications*

- Friends' Report – Maryln Lawrence, Friends Board President  
Lawrence reported that the Friends netted about \$4,000 from the September book sale and plan to have another sale in the spring. Books and media donations have been streaming in and are piling up. The Friends continually sort these items and are working to streamline their system of handling the incoming volume. The Gift Shop is closing December 31, 2016. It

was a difficult decision however it has not been profitable. The Friends board has adopted a financial policy and updated its bylaws. Lawrence encouraged everyone to support the Friends of TADL on November 12<sup>th</sup> during Shop Your Community Day where Downtown Traverse City merchants are donating a portion of their sales with a select group of non-profit organizations.

**6. Presentation by Aaron Olson – McGuire Community Room A/V Upgrades**

Olson, Sight and Sound Department and Meeting Room Coordinator, demonstrated the capabilities of the A/V upgrades made in the McGuire Community Room. In place of the old VGA standard, the new upgrade allows wireless audio and video connection by a variety of modern i-devices, computers and the like, as well as meeting ADA compliance standards. Olson emphasized its ease of use and speed, its greatly improved functionality, and the wealth of opportunities this change opens up for community room use.

Marek commended Olson and his staff for the work on the McGuire Community Room upgrades and the Sight and Sound Department's collection and knowledgeable patron service provided.

**6.5. Selection of Acting Secretary**

Kachadurian nominated Moyer to serve as acting Board Secretary in Beasley's absence. No other nominations were made. It was **MOVED** by Kachadurian, **SUPPORTED** by Marek to appoint Moyer as acting secretary for the purposes of the meeting. Motion **CARRIED**.

**7. Old Business**

**a. Resolution Regarding Consideration of a Blair Township Branch Library**

Payne briefly introduced the resolution, noting that in order to appropriately handle the Schmuckal donation for library services in Blair Township discussed in prior meetings there needed to be a clear resolution from TADL as to the long-term intention and ability to provide a Blair Township Branch Library. It was **MOVED** by Payne, **SUPPORTED** by Kachadurian, to approve the resolution as presented in the board packet. Although there was no one present from the Blair Library Committee at the meeting, Gillman affirmed that a representative from that committee was present at several past meetings in which the ability to provide Blair Township Library services was discussed. Marek expressed difficulty in the pending decision as well as respect for Blair Library Committee's dedicated time and effort, but also stressed that the board must make decisions based on the entire district as a whole. A roll call vote was taken with the following results:

Jones – aye	Payne – aye	Kachadurian – aye
Moyer – aye	Gillman – aye	Marek – aye

Motion **CARRIED**.

**b. Policy Revision: 1.2 Amended Bylaws of the Traverse Area District Library**

It was **MOVED** by Jones, **SUPPORTED** by Marek, to modify the TADL bylaws to include recitation of the Pledge of Allegiance at the start of future board meetings. Motion **CARRIED**.

**c. Interlochen Public Library – Member Library Agreement**

President Gillman indicated that a member library agreement had been reached with Interlochen Public Library. The IPL board of trustees approved and signed the agreement which now rests with the TADL board for approval. Kachadurian noted that the agreement is in line with the other district library member agreements. It was **MOVED** by Kachadurian, **SUPPORTED** by Jones to approve the agreement with IPL as presented. A roll call vote was taken with the following results:

Jones – aye	Payne – nay	Kachadurian – aye
Moyer – aye	Gillman – aye	Marek – aye

Motion **CARRIED**.

d. *Union Contract*

Kachadurian confirmed that the Teamsters Union membership accepted a tentative three year labor agreement through December 31, 2019. Kachadurian noted that the board felt positive about the terms and hoped that the membership felt they were treated fairly. Gillman gave credit to the membership in negotiating a workable agreement and the cooperation demonstrated. The change from a defined benefit retirement plan to a defined contribution plan was a big decision in which the real advantages of the change will not be realized for the next 10-15 years, but will make future liabilities more predictable and bring long-term stability. It was MOVED by Kachadurian, SUPPORTED by Marek, to enter into the renewed contract with the Teamsters Union as presented. Motion CARRIED.

Jones – aye     Payne – aye     Kachadurian – aye  
Moyer – aye     Gillman – aye     Marek – aye

Motion CARRIED.

8. **New Business**

a. *MERS Resolution*

Parsons introduced the resolution to adopt the MERS Defined Contribution Plan (DC) as a result of the renewed union contract. In response to board member questions, Parsons explained that by adopting the DC plan the Defined Benefit (DB) plan would be frozen at the time the DC plan took effect, that all enrolled employees are entitled to that full frozen benefit upon retirement, and that the switch to the DC plan would begin approximately November 1, 2016. Current employees would have two MERS retirement pools consisting of the DB and DC plans. New employees would accrue benefits via the DC plan. It was MOVED by Kachadurian, with SUPPORT from Marek, to enter into a resolution with MERS to adopt the Defined Contribution Plan as presented. A roll call vote was taken with the following results:

Jones – aye     Payne – aye     Kachadurian – aye  
Moyer – aye     Gillman – aye     Marek – aye

Motion CARRIED.

b. *Debt Service Invoice Payment*

Parsons made note that the last debt service invoice interest payment was made in the amount of \$12,700. The payment did not require board approval since it was under \$25,000, but she wanted to highlight the fact that the final debt service payment will be made in May of 2017 at which time the building will be paid off in full.

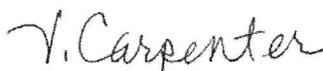
9. **Public Comment**

President Gillman opened the floor for public comment. The following people addressed the board: Renee Kelchak, IPL Director, thanked the TADL board for approving IPL's member library agreement

10. **Adjournment**

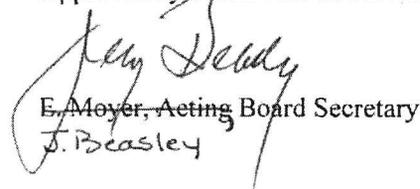
With a motion by Payne and support from Kachadurian, President Gillman adjourned the meeting at 6:01pm.

Respectfully submitted,



V. Carpenter, Recording Secretary

Approved by board vote on November 17, 2016,



E. Moyer, Acting Board Secretary  
J. Beasley